USER MANUAL

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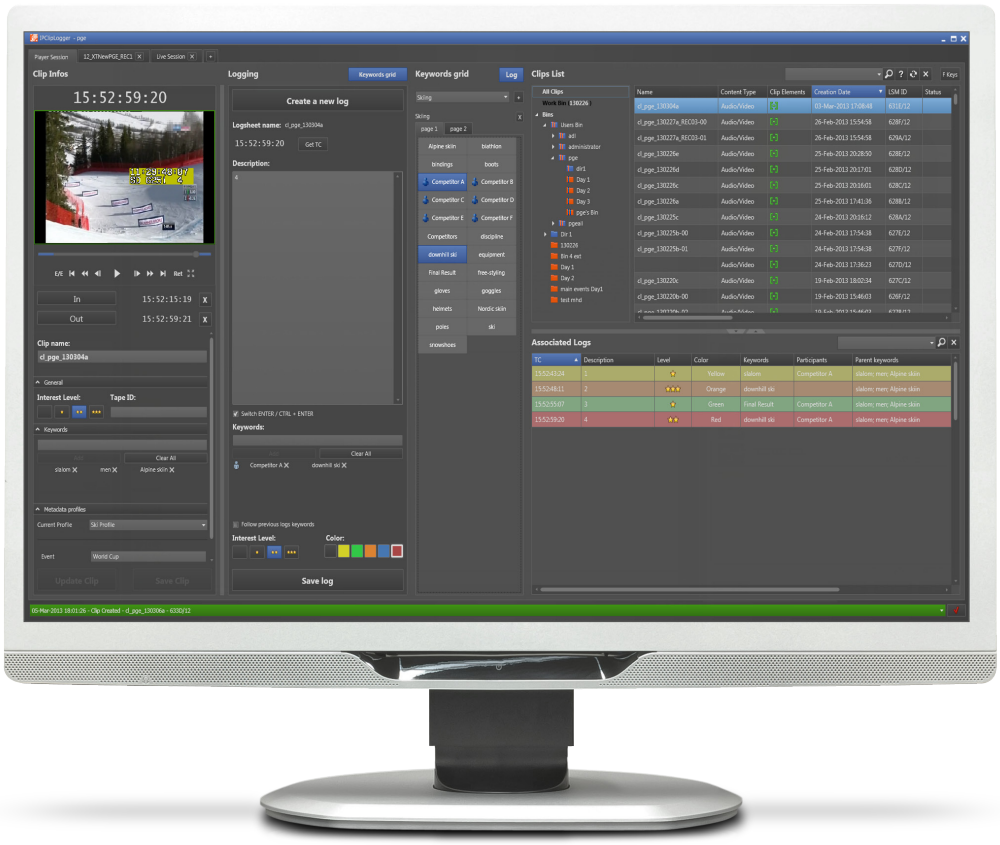

IP.ClipLogger

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1. Introduction

1.1. Product Description

IPClipLogger is a simple stand-alone application designed for an easy and quick logging of media, which means adding reference points to a specific frame in a video media. Users have the possibility to create log entries directly during the event, or later on by moving through the recorded media.

The IPClipLogger window is an integrated window from which it is possible to perform all the actions related to several logging workflows. This includes searching tools to find the correct media from the list of clips, a Player pane to watch the media and make clips from it, a Logging pane to add logs to clips. Metadata, such as keywords, metadata profiles, log color or interest level, can be associated to clips or logs from this window as well. All the clips representing a story, and their associated logs and metadata, can be automatically sent to a working bin. The logged clips could then be sent to targets for post-production.

Shortcuts are available for most of the operations to speed up the process and avoid using the mouse.

In some workflows, takes are recorded from several camera angles at the same time. All the operations performed from the IPClipLogger on such a media are done for all the camera angles the users want to work with. This includes, among others, logging, clipping and sub-clipping.

The IPClipLogger offers the possibility to log different media at the same time from several tabs from which it is easy to switch.

Floating licenses are supported, so a large number of stations can be equipped with the IPClipLogger application.

Note

The IPClipLogger application works with floating licenses imported in the database.

1.2. Opening IPClipLogger

To open the IPClipLogger, click the corresponding icon

.

This will display a login screen where users have to enter their own username and password.

At first opening, a single tab, set to be used in Player mode, is shown in the IPClipLogger window. Then, additional tabs can be opened to work with Live sessions. See section "Working with Multiple Logging Sessions" on page 41 to know how to proceed.

1.3. Typical Workflows

Overview

The IPClipLogger supports several workflows listed below.

- Watch a live broadcast, create clips from it and add logs to these clips
- Select an existing clip and add logs to it
- Select an existing clip, create a sub-clip from it and add logs to this sub-clip

Note

The workflow which consists of logging a live broadcast (record train) without first making clips is not in the scope of the IPClipLogger. It is supported by the IPLogger module of the IPDirector software.

Modes of Use

To match those different workflows, the IPClipLogger provides two modes of use.

- Player mode: the IPClipLogger window contains a Video Display to watch the media, and transport functions to browse through the loaded media.

  This mode will always be used when logging is done on an existing clip, after the live event. It can also be used when users make clips and logs on a live broadcast.

- Live mode: the IPClipLogger window does not contain any Video Display.

  This mode can only be used when a live broadcast is being clipped and logged and users watch the scene being recorded live or on a monitor.

  In case several cameras are recording the event, clips and logs will be created on the camera angles selected by the users.

Context of Use

Reality shows and News are, among others, the main business environments that will benefit from the use of IPClipLogger.

In News workflows, a large amount of material is received every day. All the media that will be archived need to be clearly identified and interesting events must be flagged to be quickly retrieved later on if required. The IPClipLogger is designed to easily fulfill those tasks.

Librarians or journalists are generally in charge of those operations. They will be able to search for a clip, load the clip on the Player pane and identify it with a name or a unique identifier, keywords and a metadata profile. They will add logs to the clip and, if logs already exist for that clip, they will be able to review them and possibly edit them. A description, keywords and other categorizing metadata can be associated to logs.

The Player mode will be used in this kind of workflow.

In Reality Show workflows, loggers generally work during the recording of sequences. This can be done by watching the scene live, so the Live mode of the IPClipLogger will be used. But, this can also be done by searching for an ingest being recorded and then loading it on the Player pane, so the Player mode will fit the users' needs.

Afterwards, story editors will review the clips and logs recorded by the loggers and they still can update clips or create sub-clip from an existing clip.

1.4. Overview of the Process

The table below details the different steps of the process and the corresponding sections describing each step.

Step	Section	Live Mode?	Player Mode?
Defining shortcuts for the creation of logs and associated metadata	"Configuring F Keys to Add Logs" on page 73	√	√
Searching for media	"Searching for Media" on page 42	-	√
Loading media	"Loading Media" on page 49	√	√
Browsing a clip	"Moving through Media" on page 58	-	√
Defining the Work bin	"Managing Work Bin" on page 63	√	√
Creating a clip and defining its metadata	"Creating a Clip" on page 64	√	√
Adding logs to a clip and defining log metadata	"Adding Logs to Media" on page 72	√	√

2. User Interface

2.1. Overview of the IPClipLogger Window

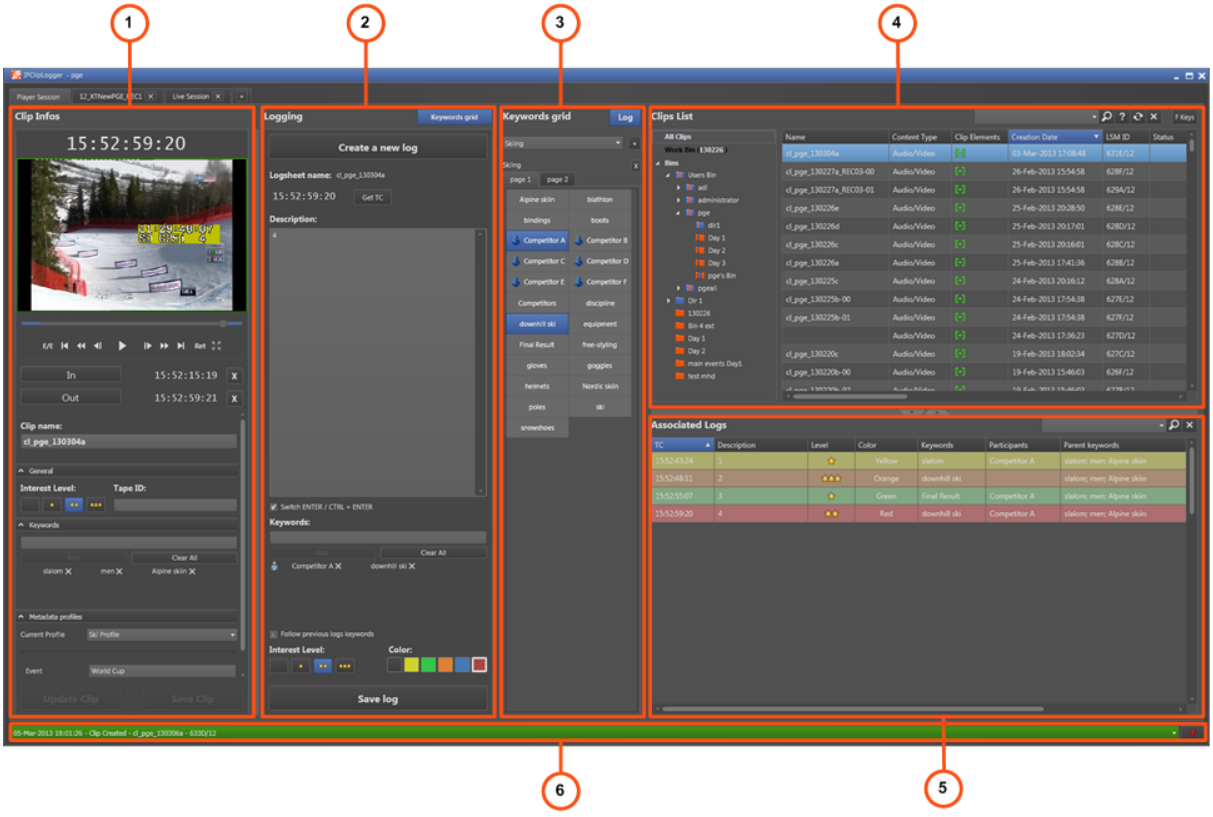
Introduction

The layout of the IPClipLogger window slightly differs between the Player Session tab and a Live Session tab.

Illustration

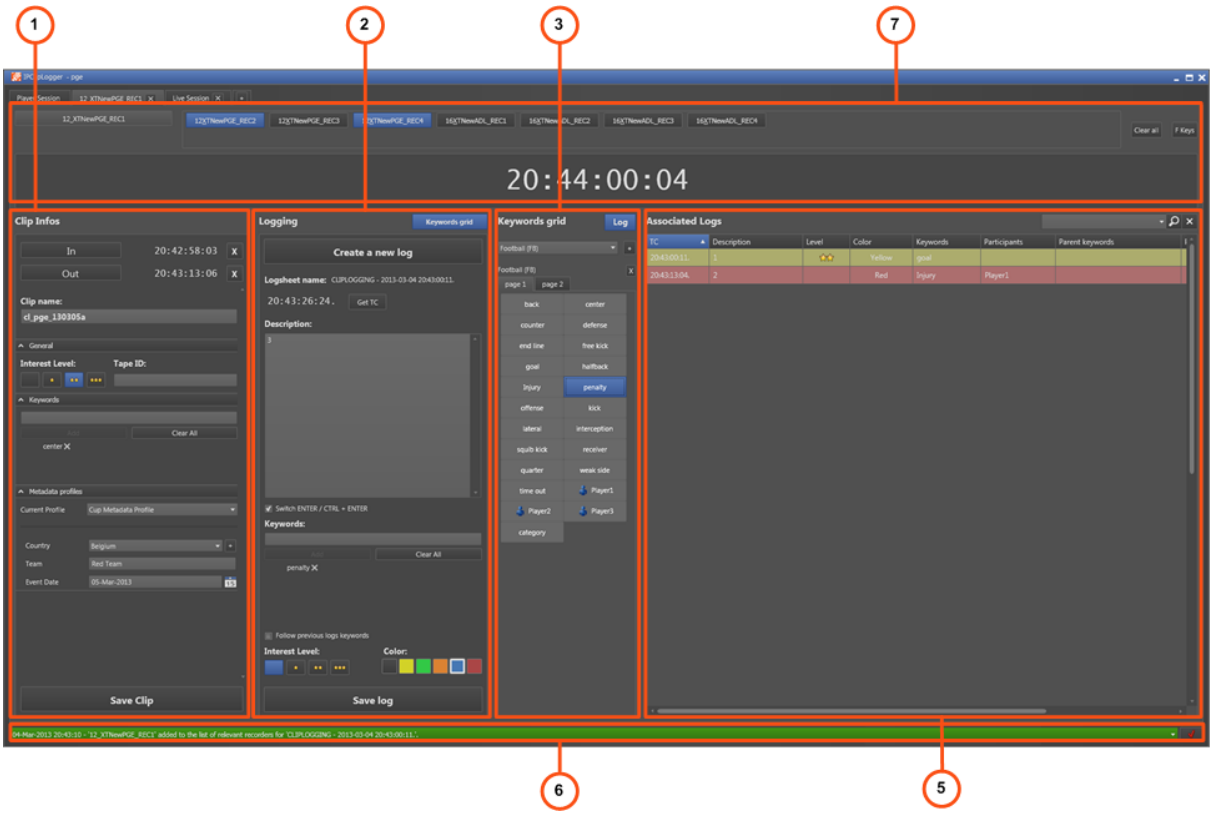
Player Session Tab

The Player Session tab of the IPClipLogger window contains the areas highlighted on the screenshot below:



Live Session Tab

A Live Session tab of the IPClipLogger window contains the areas highlighted on the screenshot below:



Area Description

The table below describes the various parts of the IPClipLogger window:

Area		Description
1.	Clip Info pane	This pane is used to create a clip and to enter clip metadata for the clip being created: a name, an interest level, keywords and a metadata profile. In Player mode, the pane also provides a Player pane with a Video Display to view a media (clip or record train) to be logged, and transport functions to browse through the loaded media. See section "Clip Infos Pane" on page 21.
2.	Logging pane	This pane is used to create logs for a loaded clip or a live event and to associate metadata to the logs. See section "Logs Panes" on page 32.
3.	Keywords Grid pane	This pane displays one or several keyword grids which can be used to add keywords to a clip or a log. It is hidden or shown on screen, at the discretion of the user. See section "Keywords Grids" on page 36.
5.	Clips List pane	The Clips List pane is only displayed in Player mode. It provides • several search tools to search for clips • the Elements grid which displays the database content or the search results • the **F keys** button from which users can configure the shortcuts that could be used to create a log with predefined metadata. See section "Clips List Pane" on page 8.
4.	Associated Logs pane	This pane is used to display the list of logs for a clip being logged. A Quick Text Search tool is available for searching for logs. See section "Logs Panes" on page 32.
6.	Message pane	The **Message** field displays the most recent message. It can be expanded to display and filter all the messages. See section "Message Pane" on page 39.
7.	Recorder Channels Selection area	This area is only displayed in Live mode. It is used to select the recorder channels from which the clips and logs will be created. In Live mode, the **F keys** button used to configure shortcuts is available from this area.

Adaptable Display

The layout of the IPClipLogger can be adapted to users' needs:

- in both modes, the Keywords Grid pane can be displayed or hidden by clicking the **Keywords** button

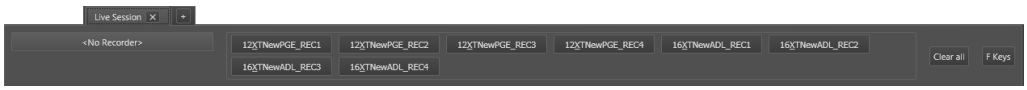
- in both modes, the three areas of the Clip Infos pane used to enter clip metadata can be expanded or collapsed by clicking a small arrow: General, Keywords, Metadata Profiles.
- in Player mode, the Clip List pane and the Associated Logs pane can be hidden or shown in a reduced or enlarged size by clicking one of the split boxes

- in Player mode, most of the panes can be enlarged or reduced by moving the intersection line between them.

2.2. Recorder Channels Selection Area

Purpose

This area is only available in Live mode.



It displays all the recorder channels from the EVS video servers which are available on the XNet network. They correspond to different camera angles.

This area is used to select all the recorder channels from which logs will be relevant when users log a media, and clips will be generated.

Selecting the Preview Recorder

The field on the left is used to select the recorder channel which will be set as preview recorder.

The preview recorder provides the timecode displayed in the Live tab. It will also be the first angle selected to view an event when an IPDirector operator loads a log.

To select the preview recorder, right-click the field and select a recorder channel from the contextual menu:

As soon as a preview recorder has been selected, its name is shown as title tab.

To clear the selection of preview recorder, right-click the **Preview Recorder** field and select **None**.

Selecting the Relevant Recorders

The secondary recorders are those other camera angles you are interested to log.

To select the relevant recorders, simply click the **Recorder Channel** button(s). Those buttons then becomes highlighted.

To clear the selection of relevant recorders, click the **Clear All** button on the right of the pane.

2.3. Clips List Pane

2.3.1. Introduction

The Clips List pane is only displayed in Player mode.

It gives the list of clips available from the application. Bins can be created to organize clips.

From the Clips List pane, users can search for a clip by different means: by navigating through the bins in the Tree view, by searching for a character string, or by ordering the list of elements. Results are displayed in the Elements grid of the Clips List.

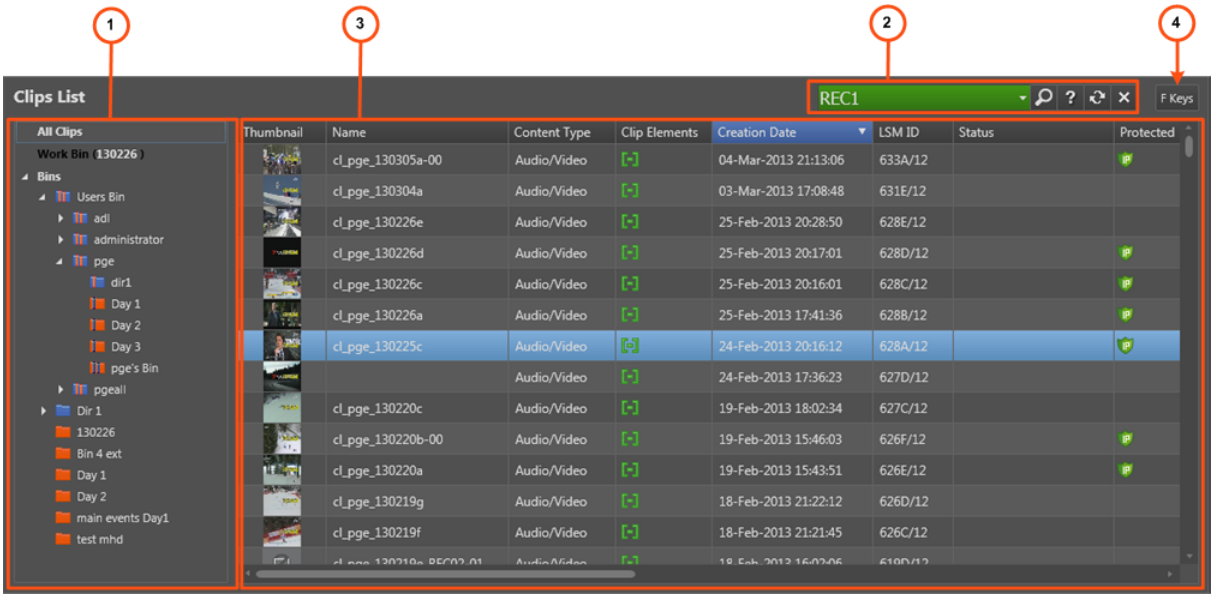
This pane is thus a central point to perform search on all the clips available and to load them by a simple operation such as drag-and-drop or double-click.

The whole Clips List pane can be hidden or shown in a reduced or enlarged size by clicking one of the split boxes.

2.3.2. Overview of the Clips List Pane

Illustration

The Clips List pane contains the areas highlighted on the screenshot below:



Area Description

The table below describes the various parts of the Clips List pane:

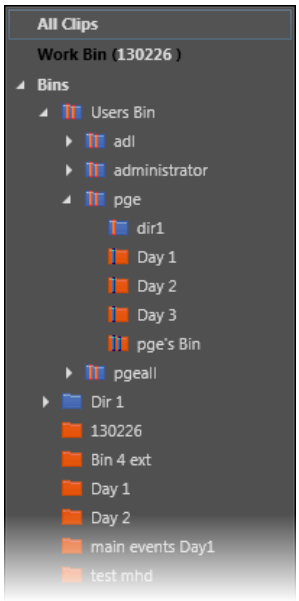
Area		Description
1.	Tree view	The Tree view shows all the clips and bins present in the database and on the nearline. It also displays the Work bin. The tree branches can be used to filter items in the Elements grid. See section "Tree View" on page 10 for details on the interface.
2.	Quick Text Search area	The Quick Text Search area provides functions to perform quick text searches on the Elements grid. See section "Quick Text Search Area" on page 13.
3.	Elements grid	The Elements grid displays all the clips included in the selected tree branch or resulting from a search. See section "Elements Grid" on page 14.
4.	F Keys	The **F keys** option allows to configure shortcuts to easily create a log with predefined metadata. See section "Configuring F Keys to Add Logs" on page 73.

2.3.3. Tree View

Introduction

The Tree view allows browsing and performing search in the database, among all the clips or clips present in bins.

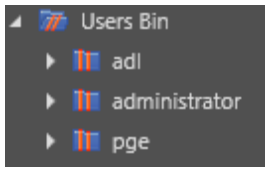
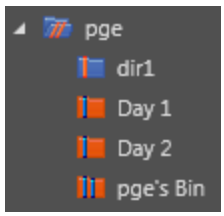
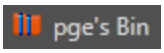
Click the arrow next to a tree branch to expand a branch. By browsing the tree structure, a selection is made and displayed in the Elements grid. See section "Branch Selection in the Tree" on page 42.



Tree View Elements

The table below mentions which items are displayed in the Elements grid based on the tree branch selected.

Tree Branch / Sub-Branch	Description
All Clips	Shows all the clips present in the database.
Work Bin (BinName)	Shows all the clips from the bin set as the user's Work bin. This branch cannot be expanded.

Tree Branch / Sub-Branch	Description
Bins	Shows all the clips which are in bins and bin directories. Expanding the Bins view shows the bins and bin directories.
	Bin Directory: shows all the elements which are in all the bins and directories under the selected directory.
	Bin: shows all the elements which are in the selected bin.
	Users Bin Directory: shows all the elements which are under all the System [User] bin directories. Expanding the Users Bin Directory view displays the System [User] bin directories for all the users:  This directory is created by the system. It is visible by all the users but no one can modify, delete or publish it, nor add a bin or bin directory directly under this directory.
	System [User] Bin Directory: shows all the elements which are in the bins and bin directories for the selected user. Expanding a System [User] Bin Directory view displays all the bins and bin directories for the selected user (here: pge). Its name contains the user logging ID.  This directory is created by the system. It is visible by all the users but only the owner of the directory and an administrator can modify, delete or publish it, or add a bin or bin directory directly under this directory.
	**System [User] Bin** created by the system for the selected user. Its name contains the user logging ID. It shows all the elements put in it by the selected user. It is visible by all the users but only the owner of the bin and an administrator can modify, delete or publish it, or move this bin.
	[User] Bin: created by the selected user under its System [User] bin directory. It shows all the elements put in it by the selected user.
	[User] Bin Directory: created by the selected user under its System [User] bin directory. It shows all the elements put in it by the selected user.

Bin Contextual Menu

From the Bins node, different contextual menus can be accessed by right-clicking the Bins tree node, a bin directory or a bin.

The following table describes all the commands:

Command	Description
Set as work bin	Sets the selected bin as the Work bin.
Send to	Provides a list of possible destination targets to which the selected bin and its content can be sent.
Backup to nearline	Provides the list of nearline destinations to which the selected bin and its content can be sent.
Publish	Opens the Publish window in which you can specify the user groups the selected bin or bin directory should be published to. The bin or bin directory will be published to the selected groups, providing that they have the adequate rights.
New bin	Opens the Create a New Bin window where you can specify the name of the new bin. This is available from a bin directory or from the Bin node of the tree view. Not available from a bin nor from the Users bin directory.
New directory	Opens the Create a New Directory window where you can specify the name of the new directory. This is available from a bin directory or from the Bin node of the tree view. Not available from a bin nor from the Users bin directory.
Delete selected	Deletes the selected bin or directory. Click **Yes** in the confirmation window that appears to delete the bin or bin directory. This is not available from the Users bin directory, from any System [user] bin directory, nor from any System [user] bin.
Rename selected	Opens a window where you can change the name and description of the bin or bin directory.
Properties	Displays information related to the owner and the groups the selected bin or directory has been published to.

Keyboard Shortcuts

The following shortcuts can be used in the Tree view:

Key	Action / Behavior
Up Arrow	Select the previous line
Down Arrow	Select the next line
Left arrow	Collapses the branch
Right Arrow	Expands the branch

2.3.4. Quick Text Search Area

Introduction

The Quick Text Search is used to perform a search based on free text entered in the **Quick Text Search** field. This field is available on the top of the Elements grid.

The search is performed on the selected tree branch.

See section "Quick Text Search" on page 43 for details on the various ways to use this function.

Quick Text Search Associated Buttons

The following table gives a description of the buttons located next to the **Quick Text Search** field. These buttons may be used not only for the Quick Text Search function but also for the other search functions in the grid.

Interface Element	Description
	Applies the search again and refreshes the Elements grid.
	Displays the Syntax Rules list. See section "Quick Text Search Syntax Rules" on page 44.
	Clears the applied Quick Text search.
	Refreshes the entire interface.

2.3.5. Elements Grid

Introduction

The Elements grid represents the content of the tree branch selected in the Tree view. XT clips and files are displayed for the **All Clips** and the **Bins** branches. The Clips branch also lists the record trains from the servers present on the XNet. They appear with the same icon as an XT high resolution clip.

It also returns the result of a search applied to a selected branch of the Tree view.

A thumbnail can be displayed for each element if this has been set by the administrator.

In the grid, elements are presented in rows and all their associated parameters and metadata are in columns.

Clip Element Types

A clip is a logical entity that contains A/V media and can include several physical resources (clips and/or files).

A clip element is the physical resource inside the clip: XT clip or nearline file.

A clip and its clip elements share the same TC IN, TC OUTand metadata set.

A clip can contain up to six types of clip elements and each of them is identified in the Elements grid by a distinct icon, as detailed in the table below.

Clip Element	Description
XT high resolution clip	high resolution clip or growing clip stored on an EVS video server.
XT low resolution clip	low resolution clip or growing clip stored on an EVS video server.
on-line high resolution nearline file	high resolution file stored in nearline folders, IP drive is on-line (accessible and managed).
on-line low resolution nearline file	low resolution files stored in nearline folders, IP drive is on-line (accessible and managed).
off-line high resolution nearline file	high resolution files stored in nearline folders, IP drive is no more on-line.
off-line low resolution nearline file	low resolution files stored in nearline folders, IP drive is no more on-line.

In the Elements grid, the Clip Elements column shows the icons for the different clip elements making up the clip.

Note
There can be several copies of the same element within a clip.

Elements Grid Header Contextual Menu

Right-clicking the grid header displays the grid contextual menu.

The options are described in the following table:

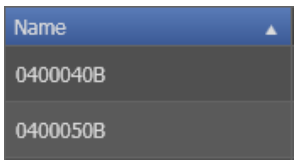
Option	Description
Hide	Hides the selected column.
Organize	The Select Columns window opens and allows the selection of columns to display and in which order.
Save grid organization	Saves the organization of the grid as it is displayed (columns selection, order and size). It is saved by each user. Therefore, this organization will be retained the next time the user logs in and opens the application.
Reset grid organization	Returns the grid to the default grid organization.

Sorting the Elements in the Grid

At start of the application, items are sorted with most recent on top.

You can change the sort order of elements in the grid by clicking the column header for the parameter according to which you want to sort the elements.

The column header which is used for sorting is highlighted in blue. The little triangle indicates the sorting order. Clicking the column header again changes the sorting order from ascending to descending or vice versa.



Organizing Columns

Possible Actions

Columns can be resized and/or re-ordered. This new organization is automatically saved and remembered. However, it is possible to reset the column organization to the default organization.

Resizing Columns

A column can be resized by using the mouse pointer over columns intersection and dragging it to the right or to the left.

Selecting Columns to Display

To select the columns to display in the grid, proceed as follows:

1. Right-click the column header area.

   A menu is displayed.

2. Select **Organize**.

   The Select Columns window opens and shows the list of columns in the current order.

3. To select the column(s) you wish to add to the view, do one of the following:
   - in the left pane, double-click the column(s) you wish to add to the view
   - select them in the left pane and click the right blue arrow
   - drag them onto the Visible Columns area.

   Use **CTRL + click** to select multiple columns.

   Use **SHIFT + click** to select a range of columns.

4. To select the column(s) you wish to remove from the view, do one of the following:
   - on the right pane, double-click the column(s) you wish to remove from the view
   - select them in the Visible Columns area on the right pane and click the left blue arrow
   - drag them onto the left pane.

   Use **CTRL + click** to select multiple columns.

   Use **SHIFT + click** to select a range of columns.

5. Click **OK** to confirm the changes.

Ordering Columns

To change the columns order, proceed in one of the following ways.

Select a column header and drag it to the left or right to the required place:

OR

1. Right-click a column header.

   A menu is displayed.

2. Select **Organize**.

   The Select Columns window opens and shows the list of columns in the current order.

3. Drag the selected column to the required position in the Visible Columns pane.

4. Click **OK** to confirm the changes.

Resetting the Column Organization to the Default One

To reset the column organization to the default one, proceed as follows:

1. Right-click the column headers area.
2. Select **Reset Grid Organization**.

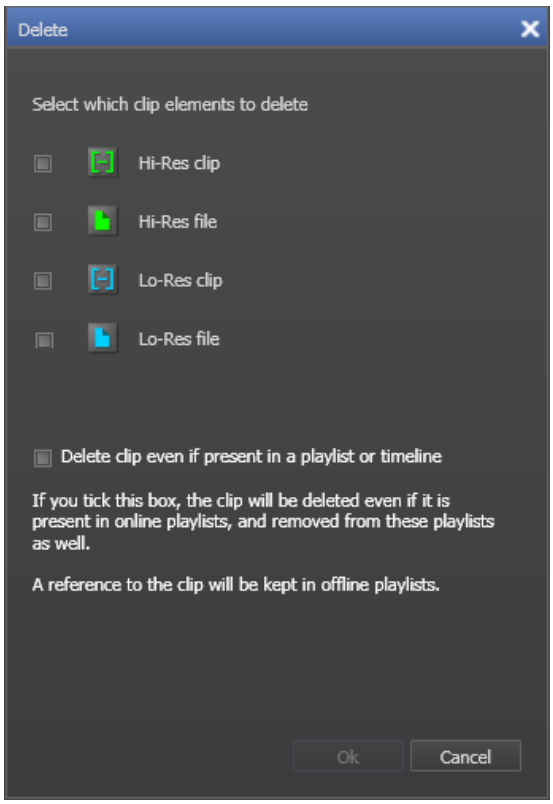
Clip Contextual Menu

The Clip contextual menu is available when right-clicking a clip in the Elements grid. It gives access to the actions that can be performed on clips.

Note
No contextual menu is available from a record train.

The following table describes the commands from the Clip contextual menu:

Command	Description
Cut	Not relevant in the Elements grid.
Copy	Copies the clip to the clipboard. A shortcut to the clip can then be pasted in a bin.
Paste	Not relevant in the Elements grid.
Send To	Provides a list of possible destinations to which the selected clip can be sent. Possible destinations are: • the user's default bin • the user's default playlist • a default archive target • any target destination visible on the GigE network that has been defined, such as CleanEdit targets, Avid targets, Final Cut Pro targets, File targets, EVS servers targets.
Backup to Nearline	Enables the backup of clip to the default nearline or to a nearline directory. Lists the on-line nearline directories destinations to which the loaded clip can be sent. During the backup process, an XML metadata file is generated. In this file, the keywords assigned to the clip appear in the order they have been entered by the operator.
Copy by GigE	Copies a clip from an EVS video server to another one by the way of the Gigabit network, as long as the servers have an operational GigE connection. This menu lists all the EVS video servers that have a GigE address with sub-menus to select server pages.

Command	Description
Restore to XT	Restores the clip to an EVS video server: • the default server. The default server is defined in the XNet network page of the Remote Installer. • one of the EVS video servers with GigE address present on the network. A submenu is available from each EVS video server to select the server page where you can restore the clip.
Publish	Opens the Publish window from which the selected clip can be published, i.e. made available to selected groups of users.
Delete	Allows the deletion of the selected clip. This option is not available if the clip is part of a playlist or if it is currently loaded on a player channel of an EVS video server. When this option is selected from the **Bins** view, it deletes the selected clip from the bin and from the actual clip location.
Delete Selected Clip Elements	This option is only visible by high-low browsers. The Delete window is then displayed and allows you to select the clip elements to delete. 
View Key Clip	This option is unavailable.
Edit	Opens the Edit Clip window, similar to the Save Clip window, from which the user can modify the clip information.

Command	Description
Modify T/C IN or Date	Opens the Modify T/C In or Date window from which the user can modify the IN timecode or the date of the clip.
Generate XML Metadata	The XML file is synchronized for the selected clip, provided that the IPDirector workstation has been configured as master. With workstations configured as slave, an error message is displayed when using this option.
Protect	Allows you to protect or unprotect a clip from deletion: • A **Protect** icon appears in the **Protect** column of the Elements grid when the clip is protected. • A message will warn the IPDirector users or the Multicam users who would try to delete the clip.
Unprotect	Allows you to unprotect the selected clip when it has been protected from IPDirector (or IPClipLogger).
Duplicate	Opens the Duplicate Clip window where you can specify the location on an EVS video server of the XNet Network where the copy of the clip must be stored. Files are not duplicated.
Move	Opens the Move Clip window where you can specify the location on an EVS video server of the XNet Network where the clip must be moved. This command is not available for files.
Link	Allows you to link selected clips manually. It is only possible to link clips that are not already associated with other clips.
Unlink	Allows you to unlink the clips linked to the selected clips.
Properties	Displays information related to the owner and the groups the selected clip has been published to.

Operations Allowed from the Elements Grid

Besides the actions available from the Clip contextual menu, the following operations are possible from the Elements grid:

Operation	Resulting action
Click on an element line	Simply selects the element.
Double-click or press **Enter** on an element line	Loads the element on the Player pane. See section "Loading Media" on page 49

Transfer Status Icons

The **Status** column of the Elements grid gives information on the transfer status of the selected clip.The table below gives the meaning for most of the icons which can appear in this column.

Icon	Description
	The clip is still in the process of being sent to a nearline/target.
	The clip is still in the process of being sent to CleanEdit application.
	The clip is still in the process of being sent to Avid.
	The clip is still in the process of being sent to an EVS video server through the GigE network.
	The clip has been successfully sent to a nearline/target.
	The clip has been successfully sent to CleanEdit application.
	The clip has been successfully sent to Avid.
	The clip has been successfully sent to an EVS video server through the GigE network.
	Clip for which the transfer to a nearline/target failed.
	Clip for which the transfer to CleanEdit application failed.
	Clip for which the transfer to Avid failed.
	Clip for which the transfer to an EVS video server through the GigE network failed.

Clip Protection

Clips can be protected by Multicam users or other IPDirector (or IPClipLogger) users. The clip protection will not prevent other users from deleting the clips. However, it will warn them that the clip is protected and should not be deleted.

Within IPDirector (or IPClipLogger), you can protect and unprotect a clip mainly from the contextual menus or during the creation of a clip.

Note

When you protect a XT hi-res clip, the lo-res version (if present) is protected automatically and vice versa. Then, two icons will be displayed, one for each XT clip. The protect feature does not affect hi-res or lo-res files.

If a clip is protected by the IPDirector protocol, the **Protect** icon (hi-res) or (lo-res) appears in the **Protect** column of the element.

If the clip is protected by another protocol, the **Protect** icon (hi-res) or (lo-res) appears in the **Protect** column.

Note

It is possible to protect a clip via IPDirector if it is already protected by another protocol. This will ensure that the clip remains protected even if it is unprotected later by the other protocol.

From IPDirector, it is not possible to remove the clip protection defined by another protocol.

2.4. Clip Infos Pane

2.4.1. Purpose

In both Live and Player modes, the Clip Infos pane is used to create a clip and to enter clip metadata for the clip being created. In Player mode, the associated Player pane is used to view the media to be logged and to browse the media. When an existing clip is loaded on the Player pane, the Clip Infos pane displays the clip metadata.

2.4.2. Overview of the Clip Infos Pane

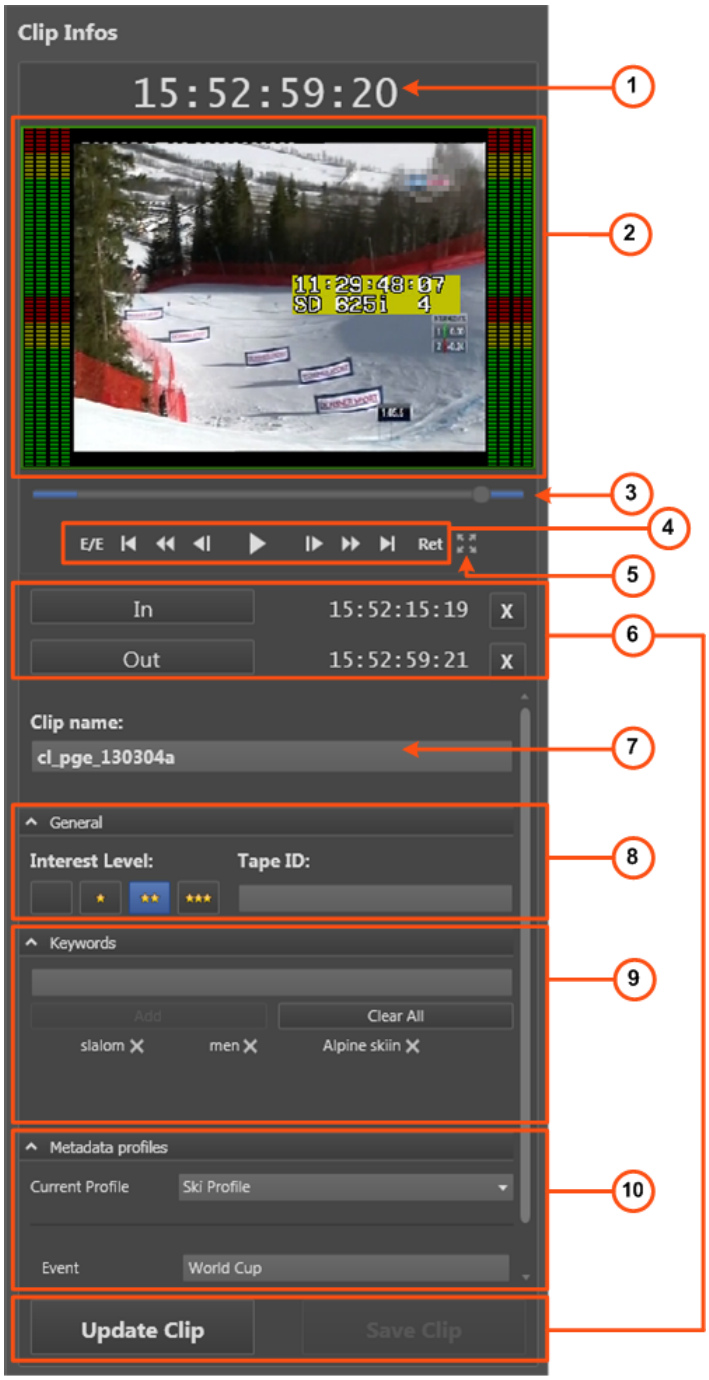
Introduction

The layout of the Clip Infos pane slightly differs between the Player Session tab and a Live Session tab.

Illustration

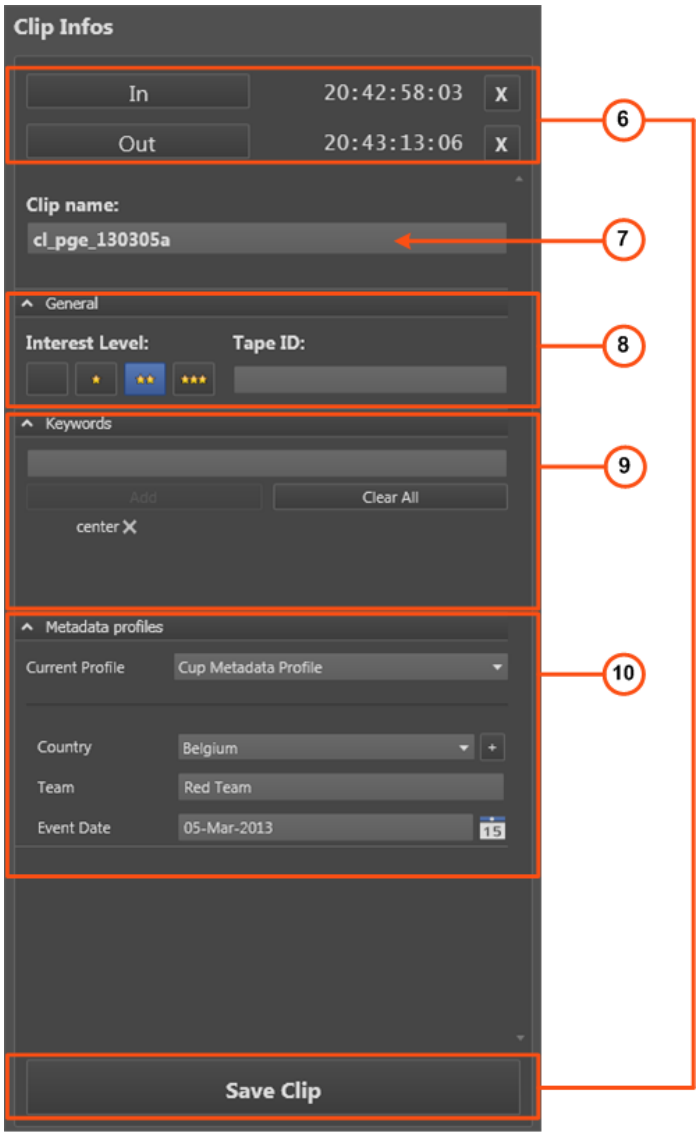
Player Session Tab

The Clip Infos pane of the Player Session tab contains the areas highlighted on the screenshot below:



Live Session Tab

The Clip Infos pane of a Live Session tab contains the areas highlighted on the screenshot below:



Area Description

The table below describes the various parts of the Clip Infos pane:

Area		Description
1.	Current Timecode field	This field provides the current timecode of the loaded media. See section "Timecode Fields Display" on page 25. In Player mode, it allows to jump to a specific timecode. See section "Jumping to a Given Timecode within the Loaded Media" on page 61.
2-5	Player pane	The Player pane is only displayed in the Player Session tab.
2.	Video Display and Audiometers	This area displays the media loaded on the Player. See section "Video Display" on page 25. It may also show audiometers for audio monitoring. See section "Audio Level Monitoring" on page 27.
3.	Jog bar	The jog bar allows you to move within the media at a variable speed. See section "Jog Bar" on page 28.
4.	Transport commands	Those commands are used to load, browse in and play the loaded media. See section "General Transport Buttons and Shortcuts" on page 58 for the list of transport buttons, shortcuts and ShuttlePro keys. The E/E function and the Ret function are described in section "Loading a Train or a Recording Ingest in Player Mode" on page 51.
5.	Maximize button	This button is used to maximize the player on a second screen. See section "Player Full Screen Mode" on page 29.
6.	Clip Creation commands	Those commands are used to create a clip from the loaded media. See section "Clip Creation Buttons and Shortcuts" on page 64 for the list of clip creation buttons, shortcuts and ShuttlePro keys. It also displays the timecode of the IN point, next to the **IN** button, and the timecode of the OUT point, next to the **OUT** button.
7.	Clip name	Free text field used to enter a name for the clip being created.
8.	General information	This area can be used to associate an interest level to the clip or to enter a reference for a tape ID. See section "Interest Level Buttons" on page 29.
9.	Keywords	This area allows the selection of keywords to associate to the clip. See section "Assigning Keywords to Media" on page 82. They will appear in the **Keywords** and/or the **Participants** columns of the Elements grid for the corresponding clip. When logs will be created for the clip, those keywords will also appear in the **Parent Keywords** and/or the **Parent Participants** columns of the Logs grid.
10.	Metadata Profiles	This area can be used to associate a metadata profile to the clip. Doing this, all the user fields which make up the metadata profile appear and can be filled in by users. See section "Metadata Profiles" on page 30.

The General, Keywords and Metadata Profiles areas can be expanded, or collapsed, by clicking the arrow at the beginning of each section.

2.4.3. Timecode Fields Display

Information displayed in the **Current Timecode** field and in the **Clip IN** and **Clip OUT** fields can be changed as follows:

1. Right-click the **Timecode** field.

   A contextual menu with following options is displayed:

   - Timecode
   - Timecode and date
   - Timecode and date and TC type
   - Timecode and TC type
2. Select one of the options.
3. When the TC type is displayed, right-clicking it in the **Timecode** field allows to shift from one TC type to the other (LTC or user).
4. When the date is displayed, clicking it in the **Timecode** field opens a calendar for date selection.

2.4.4. Video Display

Video Display

The background of the Player pane is gray when no media is loaded or when the loaded media contains an on-line hi-res element.

The background of the Player pane is red when the loaded media does not contain an on-line hi-res element.

Video Display Contextual Menu

A contextual menu is accessible by right-clicking the Video Display of the Player pane when a media is loaded. It gives access to audio parameters. See section "Audio Configuration and Monitoring" on page 26 for more information.

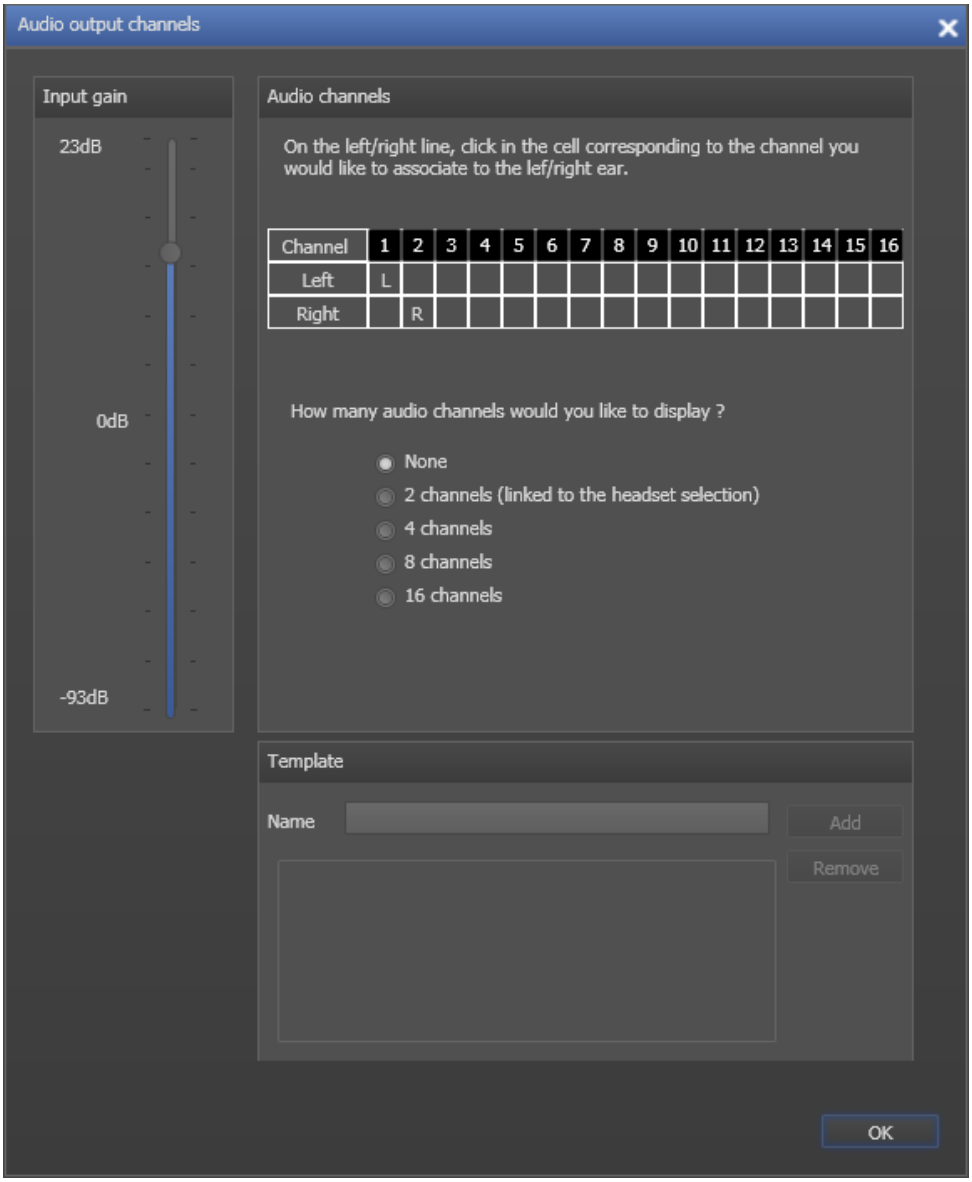
2.4.5. Audio Configuration and Monitoring

Audio Configuration

To select the audio channels you want to listen to, proceed as follows:

1. Right-click the Video Display.
2. Select **OCX Audio Configuration** from the contextual menu.

   The Audio Output Channels window opens:



3. On the **Left** line, click the cell corresponding to the channel you want to associate to the left ear.
4. On the **Right** line, click the cell corresponding to the channel you want to associate to the right ear.
5. If required, adjust the input gain.

6. For an easy retrieval of the configuration, you can save it:
   - Enter a name in the **Template Name** field
   - Click the **Add** button.
7. Click **OK**.

The audio configuration is automatically applied.

Audio Level Monitoring

The audio level can be monitored with audiometers on the sides of the Video Display.

To select the number of audio channels to be displayed, proceed as follows:

1. Right-click the Video Display.
2. Select **OCX Audio Configuration** from the contextual menu.

   The Audio Output Channels window opens.
3. Click the radio button corresponding to the number of audio channels to display.

The audiometers are shown on the Video Display sides.

- Example for a selection of 2 channels:

- Example for a selection of 16 channels:

2.4.6. Jog Bar

The jog bar display differs according to the loaded element.

Clip

When a **clip** is loaded, the jog bar is a graphical representation of its duration and its guardbands.

- The blue sections represent the guardbands before the IN point and after the OUT point.
- The gray section between the guardbands represents the clip length, between the IN point and the OUT point.
- The bullet indicator shows the current relative position in the clip.

Train

When a local **train** is loaded, only the gray section is displayed:

Recording Ingest

When an **ingest being recorded** is loaded, the bullet indicator cannot be moved further to the right than the current timecode position being recorded.

Log

When a **log** is loaded, the bullet indicator stands on the log timecode.

Clip being Created

When a **clip is being created**, the following indicators appear :

- A green position indicator is shown when the **IN** button has been clicked and represents the temporary IN point position until the **UPDATE CLIP** button or the **SAVE CLIP** button is clicked.
- A red position indicator is shown when the **OUT** button has been clicked and represents the temporary OUT point position until the **UPDATE CLIP** button or the **SAVE CLIP** button is clicked.

2.4.7. Player Full Screen Mode

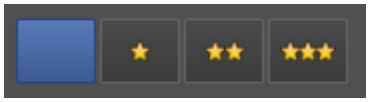
The **Maximize** button , or the keyboard shortcut, puts the Player pane in full-screen mode.

The Video Display moves on a second screen. All the other user interface elements from the Player pane stay on the initial screen.

Shortcuts remain usable. Controls appear at the bottom of the screen when keeping the mouse over the area.

This mode can then be exited by clicking the **Maximize** button again or by pressing the **Escape** key.

2.4.8. Interest Level Buttons



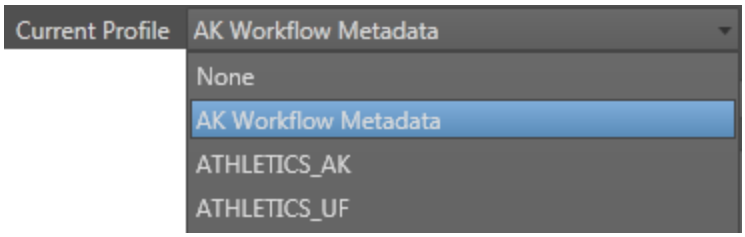
The **Interest Level** buttons allow users to assign an interest rating to a clip. Four interest levels can be defined, from no star to 3 stars. The background of the button corresponding to the selected interest level is blue. The default value is the no star level.

2.4.9. Metadata Profiles

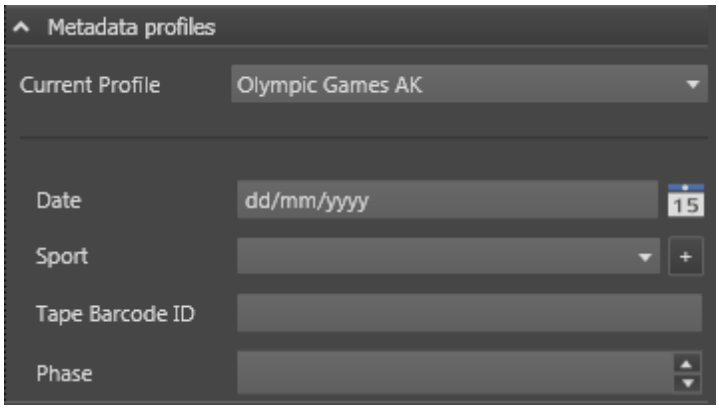
Purpose

A metadata profile is made of a set of user fields which are managed together.

Metadata profiles are created in IPDirector. IPClipLogger users may only select one of the metadata profiles that they are allowed to use from the Current Profile list.



At clip creation, as soon as a metadata profile is selected in the Clip Infos pane, all the user fields composing the profile are displayed and users can enter specific values for each of them.



Then, columns dedicated to the user fields headings can be displayed in the Elements grid and user fields values can be used in searches with the Quick Text Search.

Possible Types of User Fields

Several types of user fields can have been defined at the metadata profile creation.

All the types of user fields are listed hereafter with the way they appear in the element metadata area.

Text (64 characters)

The **Text** user field type will appear on screen as a free-text field:

Memo (text, unlimited number of characters)

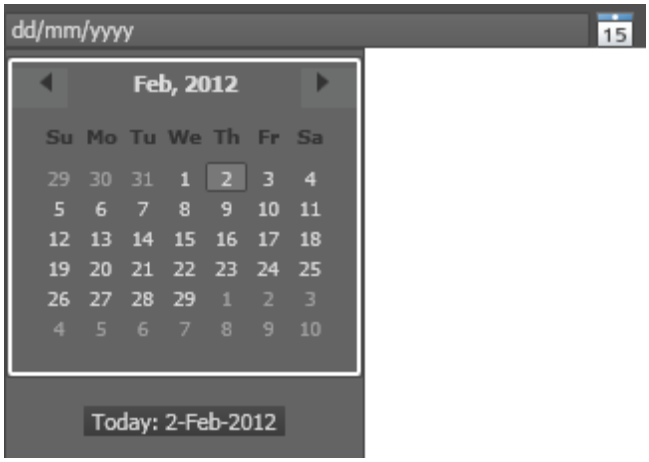
The **Memo** user field type will appear on screen as a free-text field:

TC (for Timecode)

The **TC** user field type will appear on screen as a timecode field:

Date

The **Date** user field type will appear on screen as a Date field with a **Calendar** button giving access to a calendar:

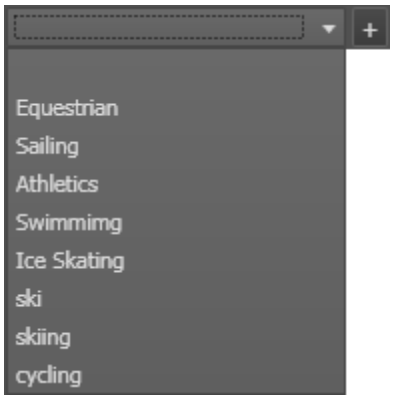


Number

The **Number** user field type will appear on screen as a field with up and down arrows to increase or decrease the value.

Predefined Text Values (64 characters)

The **Predefined Text values** user field type will appear on screen as a drop-down list displaying all the values which have been created for the user field:



A **+** button displayed on the right of the combo box allows you to add additional values in the list of predefined values.

2.5. Logs Panes

2.5.1. Purpose

The Logging pane is used to create logs on a loaded media and to associate metadata to them.

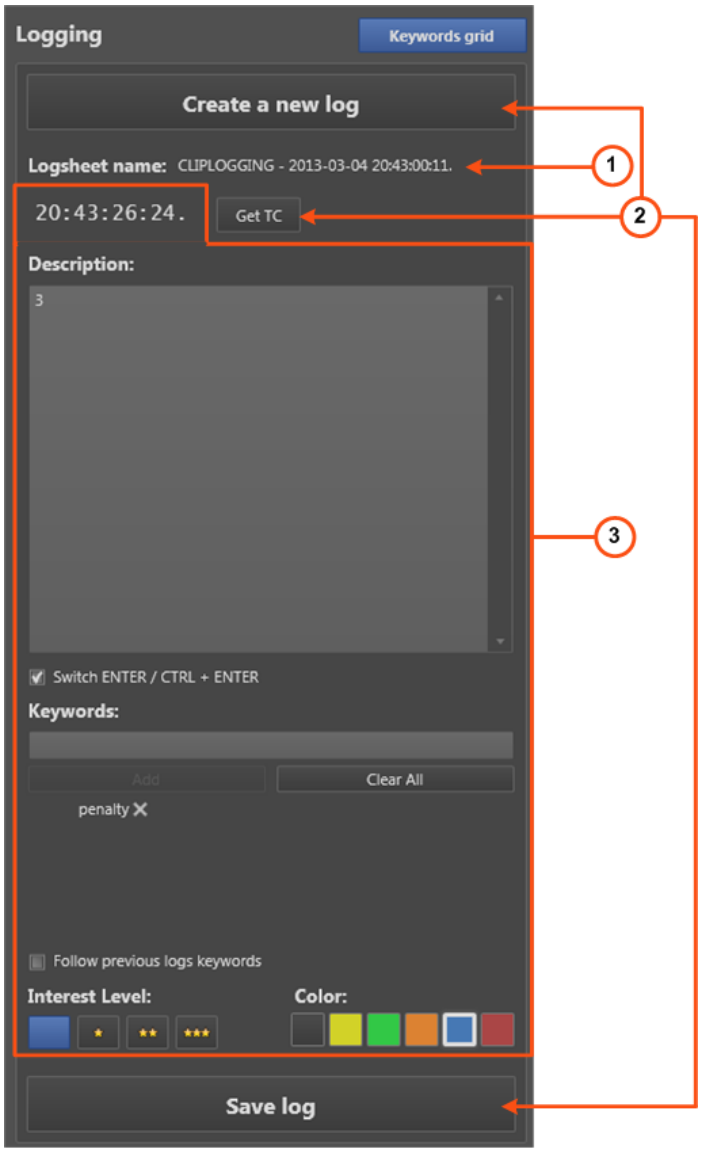
The Associated Logs pane displays the list of logs for a loaded clip or for the clip being logged and provides a Quick Text Search area to filter the logs.

Both panes are identical in a Live Session tab and in the Player Session tab.

2.5.2. Overview of the Logging Pane

Illustration

The Logging pane contains the areas highlighted on the screenshot below:



Area Description

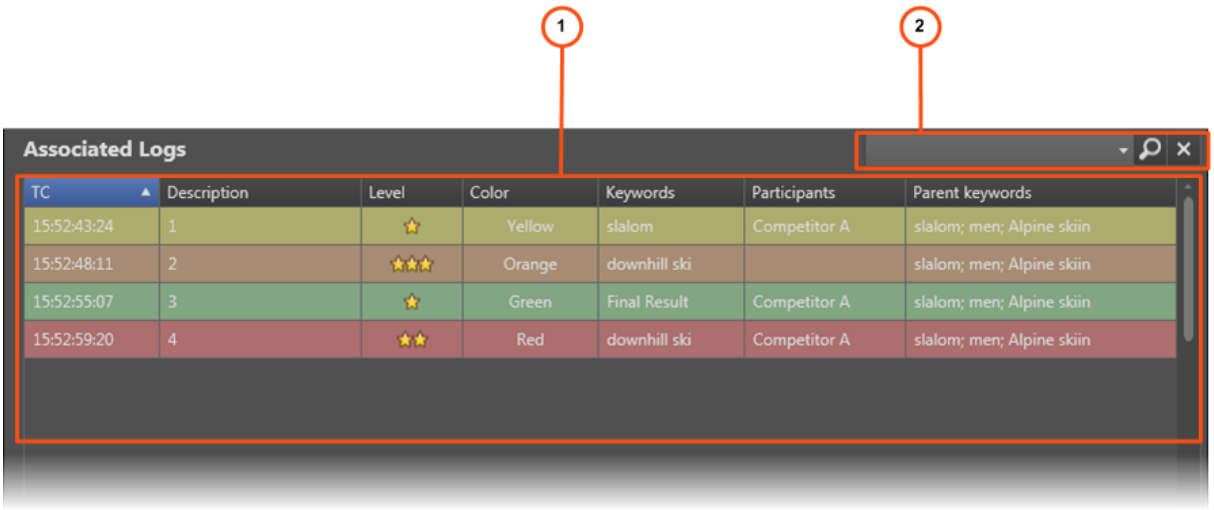
The table below describes the various parts of the Logging pane:

Area		Description
1.	Log Sheet name	This area displays the name of the log sheet associated to a clip which contains saved logs. See sections "Live Logging" on page 75 and "Retroactive Logging" on page 78.
2.	Log Creation buttons	Those commands are used to create a log on the loaded media. See section "Log Creation Buttons and Shortcuts" on page 73 for the list of log creation buttons and shortcuts.
3.	Log Info area	The Log Info area is used to add keywords, a description, an interest level and a color to each log. It contains the **Log Timecode** field which shows the timecode of the current log. See section "Log Info" on page 35.

2.5.3. Overview of the Associated Logs Pane

Illustration

The Associated Logs pane contains the areas highlighted on the screenshot below:



Area Description

The table below describes the various parts of the Associated Logs pane:

Area		Description
1.	Logs grid	The Logs grid lists all the logs associated to the clip loaded on the Player pane or to the clip being created in the Player or Live tab. See section "Logs Grid" on page 36.
2.	Quick Text Search area	The Quick Text Search area provides functions to perform quick text searches in the Logs grid. Its use and its associated buttons are similar to the Quick Text Search area of the Elements grid. See section "Quick Text Search Area" on page 13.

2.5.4. Log Info

The table below describes all the fields and buttons displayed in the Log Info area. They relate to a log being created or to the log loaded on the Player pane.

User Interface Element	Description
Log Timecode	This read-only field displays the log timecode of the current log. It is grabbed from the preview recorder in a Live session or the loaded train or clip in the Player session. The timecode display can be changed by right-clicking this field and selecting an option from the menu. See section "Timecode Fields Display" on page 25.
Description	This field is used to add a free text description to the log. This will appear in the **Description** column of the Logs grid for the corresponding log.
Switch ENTER / CTRL+ENTER	This option determines the behavior of the **ENTER** shortcut and the **CTRL+ENTER** shortcut. When the checkbox is selected: • **ENTER** validates the log • **CTRL+ENTER** goes to the next line in the **Description** field. When the option is not selected, the behavior of the two shortcuts is reversed.
Interest Level	These buttons are used to assign an interest rating to the log. Four interest levels can be defined, from no star to 3 stars. The background of the button corresponding to the selected interest level is blue. The default value is the no star level.

User Interface Element	Description
Highlight Colors	These buttons are a set of colors which can be used to categorize the logs. The gray button lets the log without any associated color. The log line will be highlighted with the selected color in the Logs grid and the Elements grid. The operator can then search on the colors in the grids.
Keywords	This area allows the selection of keywords to associate to the log. Up to 10 keywords can be added per log. See section "Assigning Keywords to Media" on page 82 for more information on how to assign keywords to media. They will appear in the **Keywords** and/or the **Participants** columns of the grid for the corresponding log.
Follow Previous Logs Keywords checkbox	This checkbox is used to keep selected keywords from one log to another. When the checkbox is selected, the keywords entered for a log are automatically kept for the next log created.

2.5.5. Logs Grid

The Logs grid represents the list of saved logs for the clip loaded on the Player pane or for the clip being created.

Logs are presented in rows and all their associated parameters and metadata are in columns. They are highlighted with the color which has been associated to them at creation. A thumbnail can be displayed for each log if this has been set by the administrator.

The display of the Logs grid is managed in the same way as the Elements grid is. Users can display, hide, resize or re-order columns, and sort the logs in the grid. See section "Elements Grid" on page 14 for a description of all those operations.

2.6. Keywords Grids

2.6.1. Purpose

The Keywords Grid pane is a tool used to assign keywords to clips and logs.

Keyword grids are created in IPDirector. IPClipLogger users may display one or several of them but cannot manage the addition, update or deletion of keywords in grids.

The Keywords Grid pane is displayed by clicking the **Keywords Grid** button in the Player Session tab or in a Live Session tab. The button background then becomes blue.

When a new logging session is open, the keyword grids displayed are the same as those from the first tab. Afterwards, keywords grids from the different tabs can evolve independently.

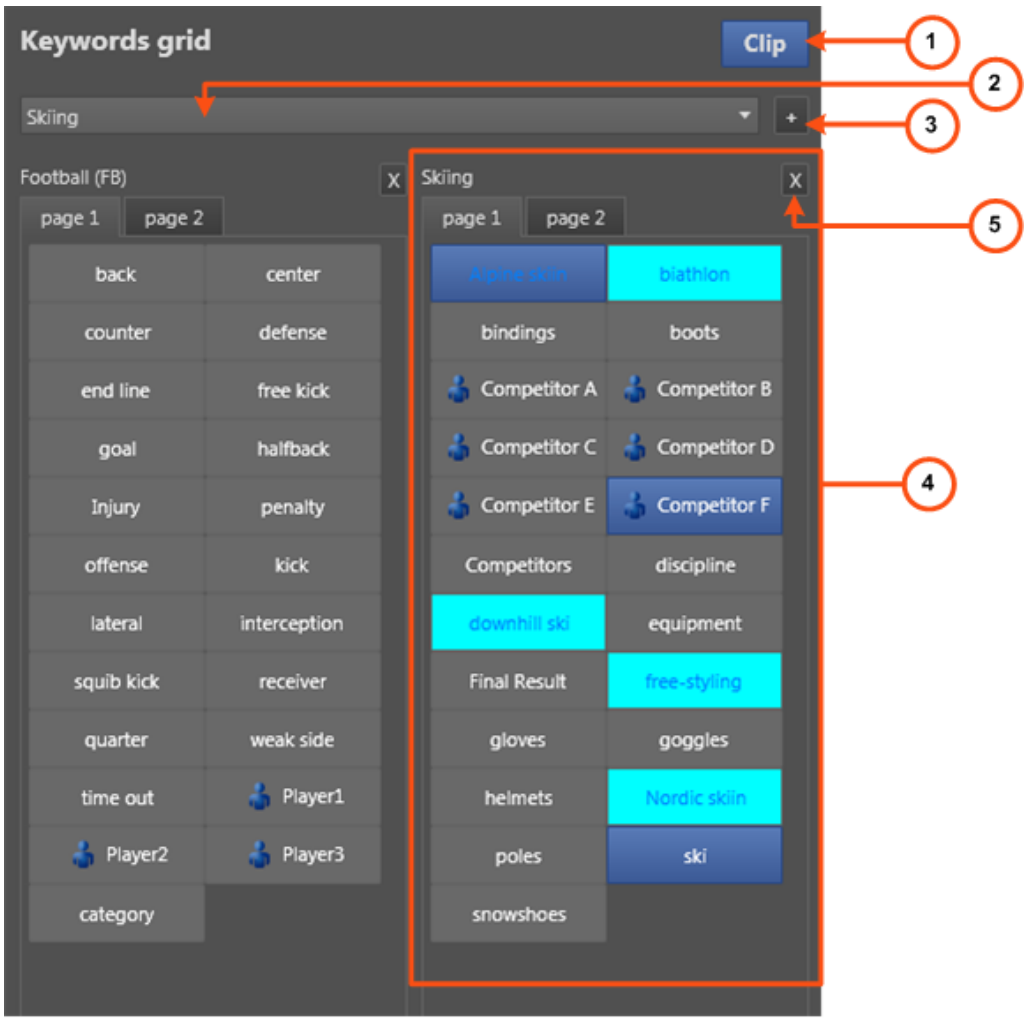
The Keywords Grid pane can be hidden by clicking the **Keywords Grid** button again.

See section "Assigning a Keyword from a Keyword Grid" on page 84 for a description of the procedure to follow to use keyword grids for the addition or deletion of keyword(s) to a clip or a log.

2.6.2. Overview of the Keywords Grid Pane

Illustration

The Keywords Grid pane contains the areas highlighted on the screenshot below:



Area Description

The table below describes the various parts of the Keywords Grid pane:

Area		Description
1.	Keyword Grid Mode icon	This icon displays either or depending on the pane currently active: Clip for the Clip Infos pane, Log for the Logging pane. So, it gives indication on the element the keyword will be assigned to.
2.	Keyword Grids List field	This field gives the list of available keyword grids. It allows the selection of the keyword grid to be displayed.
3.	Add Grid button	This button is used to display the keyword grid just selected in the **Keyword Grids List** field.
4.	Keywords grid(s)	This area displays the keyword grid(s) selected in the **Keyword Grids List** field. Keywords may be highlighted in a different color. The background and foreground colors of a keyword are set within IPDirector and cannot be changed from IPClipLogger. As soon as a keyword is assigned to a clip or log, it is displayed on a dark blue background:
5.	Remove Grid button	This button is used to hide the corresponding keyword grid.

2.6.3. Keyword Types

A distinction can be made between standard keywords and participant keywords. The participant keywords can be used for the competitor or player names. The standard keywords can be used for actions.

By default, the keywords are defined as standard keywords.

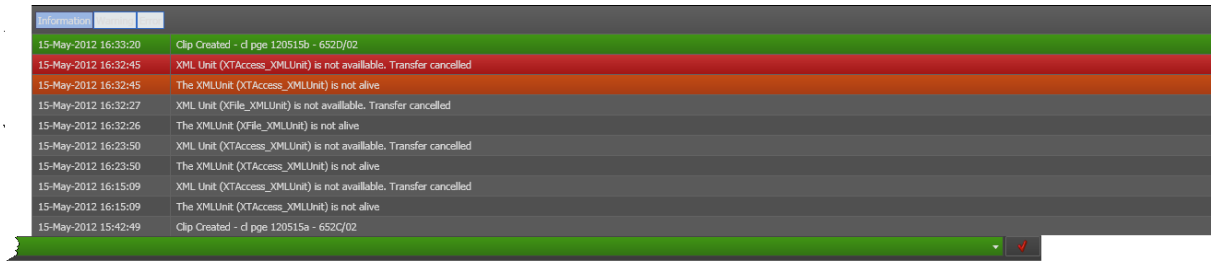
The participant keywords are differentiated by a little blue icon next to the keyword in the keyword grids.

2.7. Message Pane

2.7.1. Purpose

The **Message** field displays the most recent message.

The Message panel expands by clicking the **arrow** on the right of the **Message** field. It provides a quick display of the information, warning and error messages generated during the current session.


Information
15-May-2012 16:33:20 Clip Created - cl pge 120515b - 652D/02
15-May-2012 16:32:45 XML Unit (XTAccess_XMLUnit) is not availlable. Transfer cancelled
15-May-2012 16:32:45 The XMLUnit (XTAccess_XMLUnit) is not alive
15-May-2012 16:32:27 XML Unit (XFile_XMLUnit) is not availlable. Transfer cancelled
15-May-2012 16:32:26 The XMLUnit (XFile_XMLUnit) is not alive
15-May-2012 16:23:50 XML Unit (XTAccess_XMLUnit) is not availlable. Transfer cancelled
15-May-2012 16:23:50 The XMLUnit (XTAccess_XMLUnit) is not alive
15-May-2012 16:15:09 XML Unit (XTAccess_XMLUnit) is not availlable. Transfer cancelled
15-May-2012 16:15:09 The XMLUnit (XTAccess_XMLUnit) is not alive
15-May-2012 15:42:49 Clip Created - cl pge 120515a - 652C/02

2.7.2. Messages Display

The messages include the following information:

- the date and time when the message was generated
- the message itself

The messages are highlighted on a different background color depending on the type of message.

- An information message is highlighted in green.
- A warning message is highlighted in orange.
- An error message is highlighted in red.

2.7.3. Message Acknowledgment

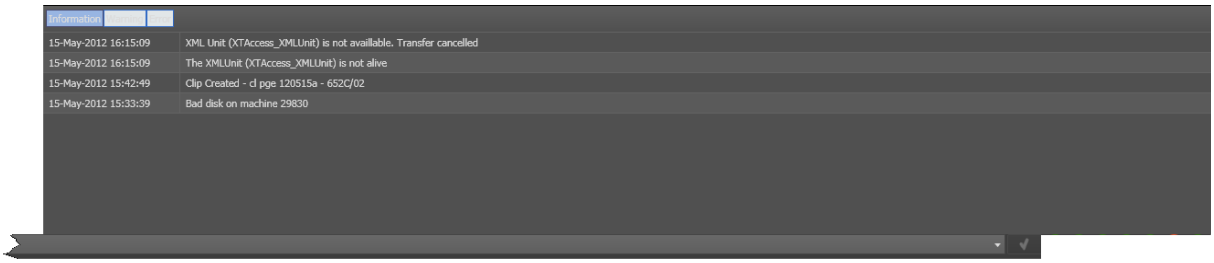
As soon as a message appears, the **Acknowledge** button turns red.

Users can acknowledge the message by clicking the button. This changes the background of the message to gray.

This helps the users to distinguish the messages that have been dealt with from the ones that have not.

2.7.4. Messages Filter

Messages can be filtered according to their type thanks to the **Message Type** buttons displayed on the top left corner of the expanded **Message** field: **Information**, **Warning**, **Error**.



By default, all the filters are enabled and all the buttons have a blue background.

To disable a filter and remove the corresponding messages from the list, users must click the **Message Type** button for that filter. The button is then displayed on a gray background.

3. Working with Multiple Logging Sessions

3.1. Introduction

On some occasions, users work on several events at the same time and need to have more than one logging session at their disposal. The IPClipLogger is able to manage this case and offers the possibility to open up to five tabs from which it is easy to switch.

The first time the application is opened, two tabs are shown. The first tab always displays a session in Player mode and cannot be closed. The second tab is dedicated to a Live session and can be closed.

All the other tabs that users would create are automatically set to work in Live mode.

Each logging session is completely independent of the other ones. This means that there is no interaction on the work performed on each of them.

3.2. Managing Several Logging Sessions

To open a new logging session, press the

keys or click the **+** button on the right of the tabs series.

A new tab is displayed, entitled **Live Session**. As soon as a main recorder channel has been selected, its name is shown as tab title.

Users can then perform some actions in one tab, switch to another tab, perform actions in the second tab, and switch back to the first tab without losing any work done in any tab.

When a new logging session is open, the keyword grids displayed are the same as those from the first tab. Afterwards, keywords grids from the different tabs can evolve independently.

To close a logging session, press the

keys or click the **X** button next to the corresponding tab. The Player Session tab cannot be closed.

4. Searching for Media

4.1. Search Types

Search in the Elements Grid

When the database contains large amounts of data, it may become difficult to find a specific element. The IPClipLogger offers several ways to restrict the list of elements displayed in the Element grid and speed up your search:

- Branch selection in the Tree view - Select a branch of the Tree view to limit the list to some item types.
- Quick text search - Enter free text in the **Quick Text Search** field to perform a search on a specific string.
- Advanced search filter – specific criteria to perform a search on a specific metadata of the elements.

All these search tools can be combined.

An applied filter can be saved for later use. Such a saved filter can then be applied in one click.

A search can also be facilitated by ordering the Elements grid. See section "Elements Grid" on page 14 for more information.

Search in the Logs Grid

The Associated Logs pane also provides a simplified Quick Text Search area to filter the logs displayed in the Associated Logs pane.

4.2. Branch Selection in the Tree

The Tree view allows browsing and performing search in the database and the nearline, among all the clips or clips present in bins. By browsing the tree structure, a selection is made and displayed in the Element grid.

If a Quick Text search has been applied to a branch and not cleared, the filter is remembered when this branch is selected again.

See section "Tree View" on page 10 for a description of the user interface elements of the Tree view.

4.3. Quick Text Search

4.3.1. Purpose and Context of Use

The Quick Text Search function is used to perform a search based on free text entered in the **Quick Text Search** field. This field is available on the top of the Elements grid:

The Associated Logs pane also provides a simplified Quick Text Search area to filter the logs displayed in the Associated Logs pane:

See section "Quick Text Search Associated Buttons" on page 13 for the description of the buttons associated to the **Quick Text Search** field.

The columns that are taken into account for the Quick Text Search are the ones currently visible in the Elements grid. The search is performed on the branch selected in the Tree view.

The filter remains applied until it is cleared with the **Clear** button of the Quick Text Search area.

Users can enter a search string in one of the following ways.

- They enter the search string in full in the **Quick Text Search** field.
- They click the arrow next to the **Quick Text Search** field, so the last 10 searches are displayed, and they select one of them. See section "Quick Text Search Field Display" on page 44.
- They start typing a search string in the **Quick Text Search** field, so the Autocomplete function displays a list of proposals, and they can select one of them. See section "Autocomplete Function in Quick Text Search Field" on page 45.

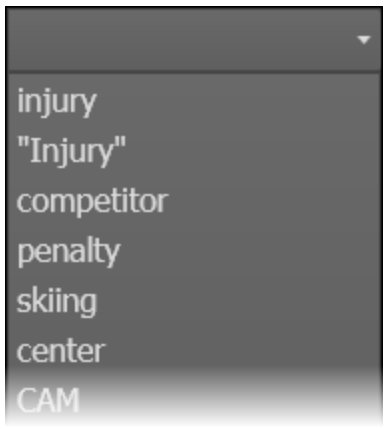
4.3.2. Search for Synonyms

Users have the possibility to perform a search for word synonyms, provided that they have been defined in the SQL thesaurus file and that the corresponding option has been set in the IPDirector General setting **Freetext searches behavior**.

Then, a search performed with a search string will return the predefined synonyms as well. This function can be used to search for translated words.

4.3.3. Quick Text Search Field Display

The following table shows the various displays for the **Quick Text Search** field, and what they mean:

Display	Meaning
	The field background is gray: No Quick Text Search is applied nor entered.
	The field background is red: The user is typing or has typed a search string, but has not applied it yet, or a search has been applied but the user has typed another search string in the field and not applied it yet.
	The field background is green: The user has applied the search string, by pressing **ENTER**. The result of the Quick Text Search is displayed in the grid.
	The down arrow next to the **Quick Text Search** field gives access to the last 10 searched strings.

4.3.4. Quick Text Search Syntax Rules

The Quick Text Search option obeys specific rules which can be accessed via the **Help** button next to the **Quick Text Search** field: .

The string that you enter in the **Quick Text Search** field is analyzed according to the following set of rules:

Search String	Search Result	Logical Equivalent
Yellow card	Searches for the words yellow and card, even if in two different fields (columns), for example yellow in Name and card in Keywords. For example a clip named "The Yellow Man" with keywords "Red Card" will be found, since it has yellow and card in 2 different fields.	"Yellow" AND "card"
Yellow | card	Searches for yellow or card, even if in two different fields (columns), for example yellow in Name or card in Keywords.	"Yellow" OR "card"
"Yellow card"	Searches for exact matches of Yellow card. Between the quotes, all characters are considered as characters and not operators or wildcards.	"Yellow card"
card*	Searches for card at the beginning of a word.	"card"*
card	Searches for all words that include card.	*"card"*
=card	Searches for a whole field that contains only card. For example, if a field contains yellow card, the =card condition will not return any result.	

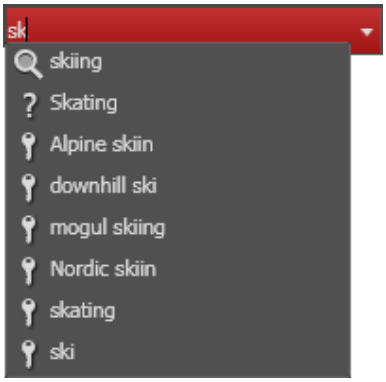
Search operators may be combined.

4.3.5. Autocomplete Function in Quick Text Search Field

Introduction

The Autocomplete function is a help service for the capture of search string.

As soon as the users start typing in the **Quick Text Search** field, the Autocomplete function provides a list of matching words and sentences known by the system and containing a word beginning with the typed letters.



Warning
Make sure the IP API service is started to be able to use the Autocomplete function.

Result Types in the Autocomplete List

The list displayed below the **Quick Text Search** field is made up of different types of results, as described in the following table.

Icon	Description : The line displays the result corresponding to the typed letters and …
	… coming from the **local search history**. Several lines can be displayed, the most recent are shown on the top of the list.
	… coming from the **100 most popular searches** asked to the system since its startup, and launched from the same tree branch. Several lines can be displayed, the most frequent are shown on the top of the list.
	… coming from an **index of words** entered in text fields, such as item name, item source name, item VarID, tape ID, item metadata text. Keywords are not indexed in this list. Several lines can be displayed, sorted alphabetically.
	… corresponding to a **keyword** from a keyword list.
	… corresponding to a **participant** from a keyword list.

How to Perform a Quick Text Search with the Autocomplete Function

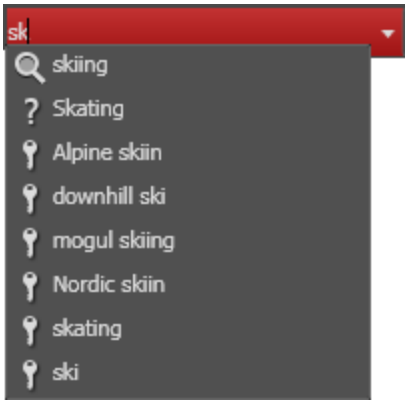
Search on One Characters String

To perform a Quick Text Search, proceed as follows:

1. Select the tree branch you wish to perform a quick search on.
2. Show the columns you wish to perform a quick search on.

3. Type a search string in the **Quick Text Search** field.

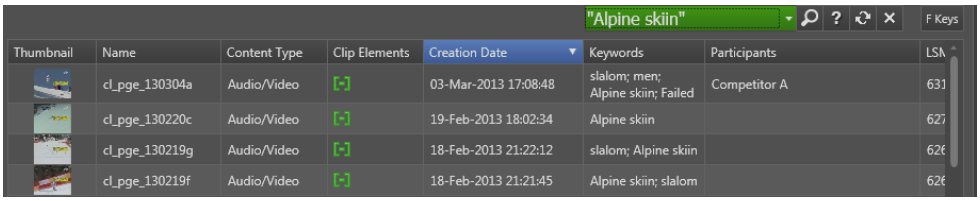
   A list of proposals is displayed as soon as you start to type and it is refined as you go on typing.



4. Select a line by using the mouse or the key.
5. Press **ENTER**.

   The search is launched with the selected proposal.

   The search results are displayed in the grid.



6. To clear the applied Quick Text Search, click the **Clear QTS** button (white) to the right of the search field.
7. To clear all the filters applied, from the advanced search filters and from the Quick Text search options, click the **Clear All** button.

Search on Two Characters Strings

To perform a search based on two words, proceed as follows:

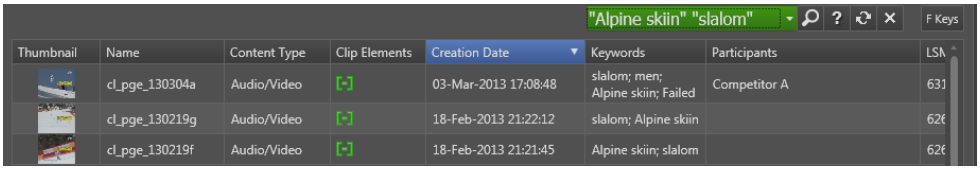
1. Follow steps 1 to 4 from the previous procedure.
2. Press **Space bar** and then start to type a second word.

   A new list of proposals is displayed based on the second word.

3. Select a line by using the mouse or the key.

4. Press **ENTER**.

   The search is launched with the two selected proposals .



5. Loading Media

5.1. Introduction

The meaning of loading media is explained hereafter.

A record train, or train, corresponds to the media being recorded live from a camera and sent to an EVS video server through a recorder channel.

A recording ingest corresponds to the same media for which an IN point has been marked at a specific timecode to start the creation of a clip.

Depending on the workflow, users will choose to work with a Live Session tab or with the Player Session tab. To be able to create clips and logs, they first need to select the media to log. In Player mode, this can be a clip, a recording ingest or a train. In Live mode, this will be at least a single train, or a recording ingest, but several recorder channels or recording ingests can be chosen. They correspond to the different cameras recording the event. In this manual, these actions are called 'loading a train or a recording ingest' in Player or Live mode, or 'loading a clip' on the Player pane.

The IPClipLogger allows users to create clips and logs on different media at the same time. See section "Working with Multiple Logging Sessions" on page 41.

5.2. Possible Loading Actions

Various element types can be loaded on the Player pane in different ways.

These actions are listed in the next table.

Action	See section...
Live Mode - Train	
Loading a train by selecting a recorder channel.	"Selecting the Main Recorder" on page 55.
Player Mode - Train	
Loading a train by selecting a recorder channel from the Clip Infos pane or the Elements grid.	"How to Select a Train or a Recording Ingest in Player Mode" on page 51.
Loading a train by selecting a recorder channel with the ShuttlePRO.	"How to Select a Train with the ShuttlePRO Key" on page 52.
Loading the last loaded train (only in case it was loaded just before the media currently loaded) at its currently recording timecode (E/E).	"How to Reload the Last Loaded Train or Recording Ingest" on page 52.
Loading the last loaded train (only in case it was loaded just before the media currently loaded) at the timecode where the E/E mode was exited (Snap).	"How to Snap back to the Last Loaded Train or Recording Ingest" on page 54.

Action	See section...
Loading the source train corresponding to the loaded clip (Ret).	"How to Load the Source Media of a Clip" on page 53.
Loading a train from the previous or next recorder channel	"How to Load the Train from the Previous or Next Recorder Channel" on page 54.
Player Mode - Recording Ingest	
Loading a recording ingest by selecting it from the Clip Infos pane or the Elements grid.	"How to Select a Train or a Recording Ingest in Player Mode" on page 51
Loading the last loaded recording ingest (only in case it was loaded just before the media currently loaded) at its currently recording timecode (E/E).	"How to Reload the Last Loaded Train or Recording Ingest" on page 52.
Loading a linked recording ingest.	"How to Load a Linked Clip" on page 57.
Loading the last loaded recording ingest (only in case it was loaded just before the media currently loaded) at the timecode where the E/E mode was exited (Snap).	"How to Snap back to the Last Loaded Train or Recording Ingest" on page 54.
Clip	
Loading a clip from the Elements grid	"How to Load a Clip" on page 57.
Loading a clip linked to the clip currently loaded	"How to Load a Linked Clip" on page 57.

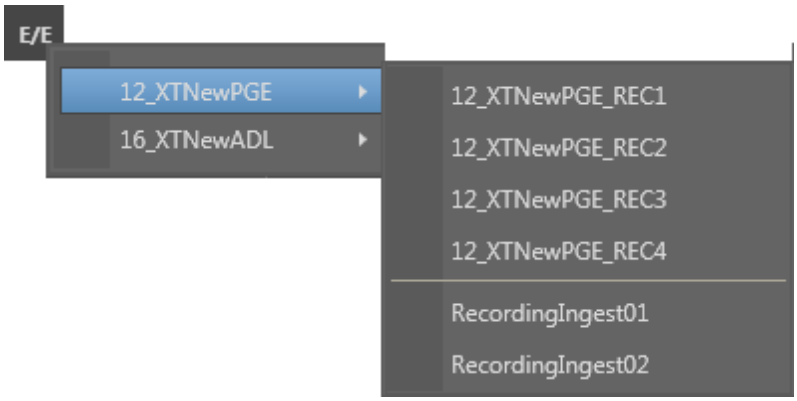
5.3. Loading a Train or a Recording Ingest

5.3.1. Loading a Train or a Recording Ingest in Player Mode

How to Select a Train or a Recording Ingest in Player Mode

From the E/E Button

By right-clicking the **E/E** button a contextual menu shows the available EVS video servers with their recorder channels and the list of clips being currently ingested identified by their name or VarID if any. Scheduled ingests not being recording yet are not shown.



Selecting a recorder channel loads the corresponding train at its current recording position and plays it on the Clip Infos pane of the Player Session tab.

Selecting a recording ingest directly loads it at its currently recording position (OUT point) and plays it on the Clip Infos pane of the Player Session tab.

From the Elements Grid

To load a record train or a recording ingest (clip currently ingested) from the Elements grid, do one of the following:

- double-click the line
- select the line and press **ENTER**

The train is loaded, on the Clip Infos pane of the Player Session tab, at the currently recording timecode and played.

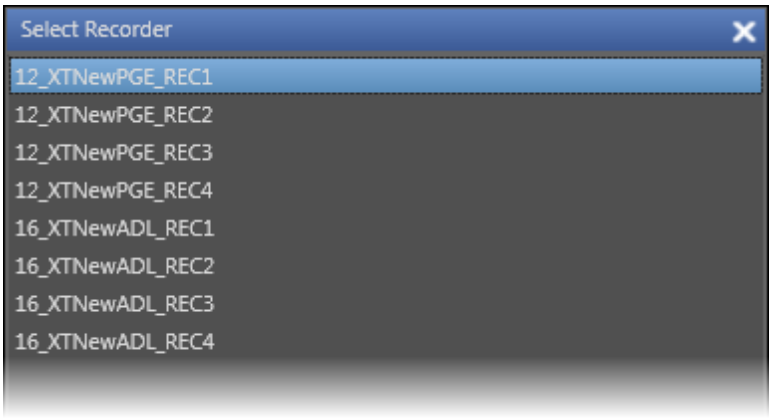
or

The growing clip is loaded on its "OUT" point, currently being ingested, and played on the Clip Infos pane of the Player Session tab.

How to Select a Train with the ShuttlePRO Key

To select a train with the ShuttlePRO, proceed as follows:

1. Press the **Select Train** key .
2. This calls up on the screen a list of available recorder channels:



3. By moving the jog dial you can move through the list to highlight the required train.
4. Press **Select Train** again to select it and exit the menu.

The selected train is loaded on the Clip Infos pane of the Player Session tab.

How to Reload the Last Loaded Train or Recording Ingest

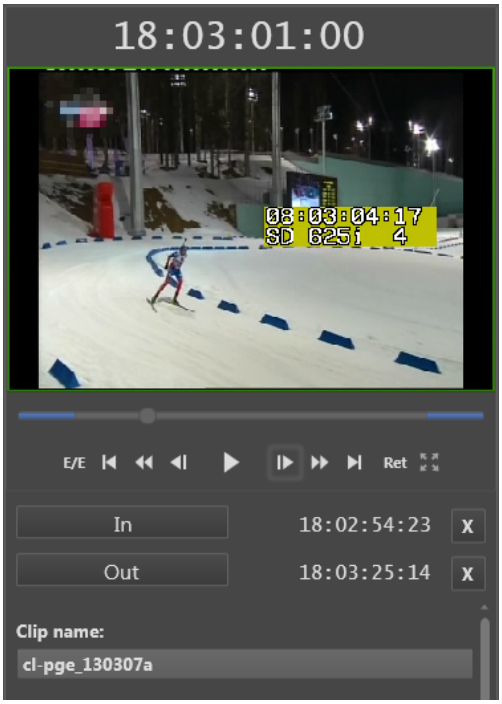
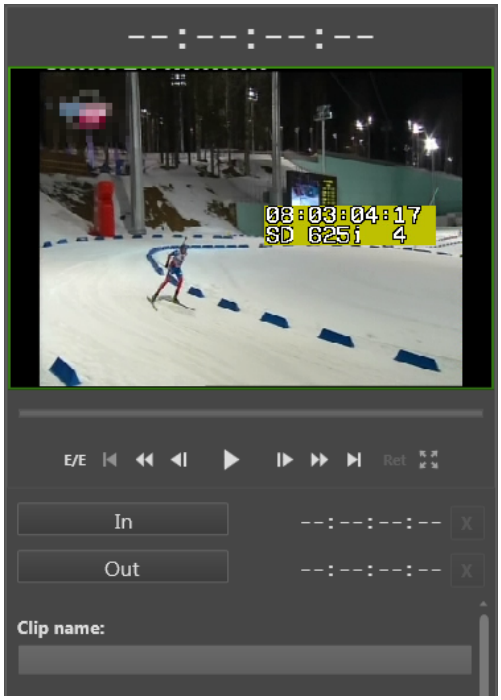
If a clip is loaded on the Clip Infos pane of the Player Session tab, clicking the **E/E** button will unload it and load and play the last loaded media (record train or recording ingest) at its current recording position.

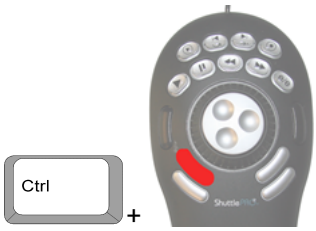
Note
In case the previously recording ingest is finished when the **E/E** button is clicked, the clip is loaded on its IN point and stays in pause. If this clip has been deleted, nothing happens.

User Interface Button	Keyboard Shortcut	ShuttlePRO key
E/E		

How to Load the Source Media of a Clip

The **Ret** button becomes active if a clip has been loaded on the Clip Infos pane of the Player Session tab. By clicking it, the same frame of media will be loaded from the original record media (clip, recording ingest or train, if it is still available). This allows the users to play beyond the original clip boundaries or to define a new clip from the original record media.

Clip Loaded:	Source Media Recalled with Ret :
	

User Interface Button	Keyboard Shortcut	ShuttlePRO key
Ret		

How to Load the Train from the Previous or Next Recorder Channel

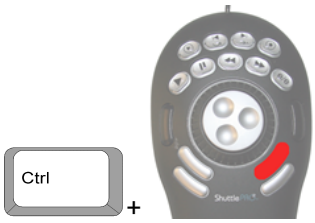
When a train is loaded, it is possible to load a train from another recorder channel thanks to the ShuttlePRO keys.

Operation	User Interface Button	Keyboard Shortcut	ShuttlePRO key
Previous Recorder	-	-	
Next Recorder	-	-	

How to Snap back to the Last Loaded Train or Recording Ingest

When a record train or a recording ingest is loaded on the Clip Infos pane of the Player Session tab and then another media is loaded on that channel, the **Snap** function allows you to go back to the previously loaded record train or recording ingest at the timecode where the E/E mode was exited, effectively "snapping" back to where the user left off in the record train or the recording ingest.

The difference with the E/E function is that the Snap function does not load the train at its currently recording timecode.

User Interface Button	Keyboard Shortcut	ShuttlePRO key
-	-	

5.3.2. Loading a Train in Live Mode

Introduction

To be able to create clips and logs in a Live session, users must first select a recorder channel. This corresponds to one of the different cameras recording the event. This main recorder channel will automatically be set as preview recorder. The preview recorder

provides the timecode displayed in the Live Session tab. It will also be the angle selected to view an event when an IPDirector operator will preview a log.

The IPClipLogger prevents two loggers or two Live sessions from using the same preview recorder.

In addition to the main recorder channel, one or several other recorder channels, recording the scene from different camera angles at the same time, may also be selected. Then, clips and logs will be created for all of them at once.

Selecting the Main Recorder

Purpose

The selection of the main recorder channel is mandatory. It is used as preview recorder and provides the timecode displayed in the Live Session tab and used as reference.

Constraints and Limitations

- The preview recorder must be assigned to a recorder channel that is managed with a direct RS422 link to the EVS video server the channel is on. If not, the system will not function correctly, and no live timecode will be displayed.
- The following recorder channels are not available from the list :
  - A recorder that is selected in another Live Session tab as preview recorder. Such a recorder channel is locked and is no longer available in other Live Session tabs as a preview recorder until the session or the application is closed or the recorder channel selection is cleared.
  - Recorders that are ganged to the one selected in another Live Session tab as preview recorder.

How to Select the Main Recorder

In Live mode, to select the recorder channel which will be used as preview recorder, proceed as follows:

1. Right-click the **Preview Recorder Channel** field.

   A contextual menu displays the list of recorder channels available as preview recorders.:

2. Select one of the recorder channels.

   Its name is displayed in the **Preview Recorder Channel** field:

   The **Current Timecode** field immediately shows the current recording position of the selected train and the IN and OUT buttons are immediately available for the creation of a clip.

The system is now ready to start a clip and to add logs. See sections "Creating Clip(s) in a Live Session" on page 68 and "How to Log LIVE Action" on page 76.

Selecting the Secondary Recorders

Purpose

In a Live Session tab, secondary recorders may be selected to create clips and logs from several angles at the same time.

Limitations

The recorder channel selected as preview recorder in the current Live session is not available in the list. Recorder channels selected as preview or secondary recorders in other Live sessions are displayed and available for selection.

The selection of secondary recorders can be done during the logging process, but in any case it must be done before clicking the **Save Clip** button.

How to Select the Secondary Recorders

To select secondary recorders, click each **Recorder Channel** button in the list of recorder channels.

The selected secondary recorders are highlighted in blue:

To clear the whole selection of secondary recorders, click the **Clear All** button, on the right of the list.

5.4. Loading a Clip

5.4.1. How to Load a Clip

Once you have identified, in the Elements grid, the clip you wish to preview, you can load it on the Player pane in one of the following ways:

- Select the clip line in the Elements grid and press **ENTER**.
- Double-click the clip line in the Elements grid.
- Drag the clip line to the Player pane.

The clip is loaded on its TC IN and is paused. Clip information is shown in the Clip Info pane.

In case logs have already been added to that clip, they are listed in the Associated Logs pane.

The system is now ready to add new logs, to edit existing logs, to trim the clip or to create a sub-clip. See sections "Retroactive Logging" on page 78, "How to Trim a Clip" on page 68 and "How to Create a Clip or a Sub-Clip" on page 66.

5.4.2. How to Load a Linked Clip

Linked clips are clips created at the same time by ganged recorder channels from IPDirector or by a selection of secondary recorder channels from a Live Session tab of IPClipLogger. They correspond to different angles of the same recorded media.

This applies to recording ingests (or growing clips) being created from ganged recorder channels.

When a clip already loaded on a player has linked clips, it is possible to rapidly load one of them in the following way:

- Use one of the ShuttlePRO keys:

Operation	ShuttlePRO key
Previous Linked Clip	
Next Linked Clip	

6. Moving through Media

6.1. Introduction

The Clip Infos pane of the Player Session tab provides a jog bar and more transport buttons to navigate in the loaded element. In addition, other options allow to directly jump to a given timecode within the media.

From a Live Session tab, it is not possible to navigate in the live train.

6.2. Transport Functions

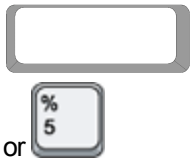
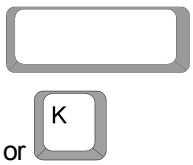
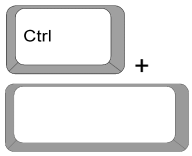
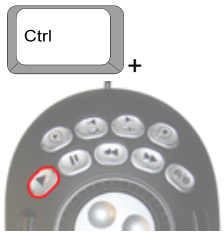
6.2.1. Using the Jog Bar

The bullet indicator can be moved with the mouse along the jog bar to browse the media and to play it from any position if needed.

See section "Jog Bar" on page 28 for a description of the elements of the jog bar.

6.2.2. General Transport Buttons and Shortcuts

The following table gives the meaning of each transport operation. A button and/or a keyboard shortcut can be used to perform each action. The ShuttlePRO device has buttons dedicated to most of these functions as well.

Operation	User Interface Button	Keyboard Shortcut	ShuttlePRO key	Description
Play				Starts to play the loaded media at 100% for normal clips, at 33% for "SLSM clips 3x" or at 50% for "SLSM clips 2x". The button switches to the Pause button.
Pause				Stops the playout of the loaded media. The button switches to the Play button.
Fast Rewind				Starts moving backwards through the media at the preset speed. See section "Fast Forward and Fast Rewind Speed" on page 60.
Fast Forward				Starts moving forward through the media at preset speed. See section "Fast Forward and Fast Rewind Speed" on page 60.
Play Backward / Pause	-			Starts moving backwards through the media.
Goto IN				Moves from the current position to the IN point of a clip.

Operation	User Interface Button	Keyboard Shortcut	ShuttlePRO key	Description
Goto OUT				Moves from the current position to the OUT point of a clip. If a growing clip is loaded on a player and the user clicks the **Goto OUT** button, the system will play near "live", i.e. at the closest position from the live.
Goto Previous Frame			-	Moves from the current position to the previous frame.
Goto Next Frame			-	Moves from the current position to the following frame.
Go 10 Frames Backward	-		-	Moves 10 frames before the current position.
Go 10 Frames Forward	-		-	Moves 10 frames after the current position.

6.2.3. Fast Forward and Fast Rewind Speed

Introduction

The Fast Forward speed and the Fast Rewind speed can be adapted by means of contextual menus or keyboard shortcuts.

Contextual Menus

Right-click the **Fast Rewind** button or the **Fast Forward** button and select one of the options from the contextual menu.

Keyboard Shortcuts

Press the **Fast Rewind** (J) or the **Fast Forward** (L) shortcut to start playing the media backward or forward.

Then, press the shortcut again to change speed.

Possible speed values are: 1x, 2x, 3x, 5x, 10x.

6.3. Jumping to a Given Timecode within the Loaded Media

There are several ways to jump to a given timecode within a loaded media:

- Click at one position on the jog bar
- Click on the bullet indicator and move it along the jog bar
- Enter a new timecode value in the **Current Timecode** field and press **ENTER**.

Note
The **Current Timecode** field of the Live pane is read-only and does not allow to move within the media.

6.4. Jumping to a Log within a Clip

Once clips containing a log timecode have been created, the IPDirector system automatically associates these clips to the log.

When a clip containing logs has been loaded on the Player, its associated logs are listed in the Associated Logs pane. It is possible to jump to a log timecode and preview the log frame by clicking the log line in the Logs grid. It can be seen as loading a log.

6.5. Browsing in Video Material with the ShuttlePRO

The Jog Wheel (JOG), in the centre of the ShuttlePRO allows the users to browse within the clip loaded in PAUSE mode:

- field by field in standard use

- second by second when the Fast Jog button is pressed:

The Shuttle Ring (SHUTTLE) allows the user to perform Fast Forward and Rewind actions within the loaded clip.

7. Managing Work Bin

7.1. Purpose

One of the existing bins can be set as the Work bin, so the clips being created are sent to the Work bin as soon as they are saved. The Work bin must have been defined prior to saving a clip.

The Work bin is set from the Clips List pane of the Player Session tab but it is common to all the sessions: the Player session and all the Live sessions.

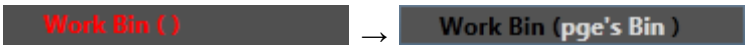
7.2. How to Set a Work Bin

To set a bin as the Work bin, proceed as follows:

1. In the Tree view,
   - browse to the requested bin, or
   - create a new bin by right-clicking a bin directory and selecting **New Bin**.
2. Right-click the selected bin.

   A contextual menu appears.
3. Select **Set as Work Bin**.

   The name of the selected bin is mentioned next to the Work Bin:



7.3. How to Reset a Work Bin

To reset a Work bin, double-click it in the Tree view.

is then displayed again, and no work bin is defined.

7.4. How to Go To a Work Bin

To quickly see the Work bin content, click the Work bin in the Tree view.

The Elements grid is refreshed to display the Work bin content.

If some filters were applied when you go to work bin, these filters are kept.

8. Creating a Clip

8.1. Introduction

It is not possible to log a live train. Logs can only be added to a clip.

As soon as a media has been loaded, users can create a new clip from this loaded media thanks to the clip creation functions of the Clip Infos pane. A clip can be created from a record train loaded on a Live session tab or on the Player Session tab, or it can be created from a recording ingest or a clip loaded on the Player Session tab. An existing clip can be re-trimmed on the Player pane, if it has not been protected.

To speed up the logging process on a train, IPClipLogger allows the users to create logs without setting the IN and OUT points of a clip. In this case, the system automatically creates the IN and OUT points of the clip based on the timecodes of the first and the last logs.

Clips are sent to a bin set as the Work bin as soon as they are saved. So, a Work bin must have been defined prior to save a clip. See section "Managing Work Bin" on page 63.

8.2. Clip Creation Buttons and Shortcuts

The following table gives the meaning of each clip creation operation. A button and/or a keyboard shortcut can be used to perform each action. The ShuttlePRO device has buttons dedicated to most of these functions as well.

Operation	User Interface Button	Keyboard Shortcut	ShuttlePRO key	Description
Mark IN	In	I or E		Sets an IN point at the timecode shown in the **Current Timecode** field and corresponding to the bullet indicator position on the jog bar. Then, a green indicator represents the IN point on the jog bar.
Mark OUT	Out	O or R		Sets an OUT point at the timecode shown in the **Current Timecode** field and corresponding to the bullet indicator position on the jog bar. Then, a red indicator represents the OUT point on the jog bar.
Clear IN	In 13:27:36:14 x	D	Shift + 	Clears the IN point which has just been set and not yet saved. When applied to a loaded clip, the IN point is set to the Protect IN timecode, before the guardband.
Clear OUT	Out 13:32:23:23 x	F	Shift + 	Clears the OUT point which has just been set and not yet saved. When applied to a loaded clip, the OUT point is set to the Protect OUT timecode, after the guardband.

Operation	User Interface Button	Keyboard Shortcut	ShuttlePRO key	Description
Clear Marks	-	G	-	Clears the IN and the OUT points which have just been set and not yet saved.
Save Clip	Save Clip	N		Saves the new clip after having marked an IN point and an OUT point and sends it to the Work bin.
Update Clip	Update Clip	B	Shift +	Saves the new data of a clip after having marked a new IN point and/or a new OUT point, or after having updated the metadata.

Note

When the cursor is located in a text area, the Ctrl key can be pressed together with a keyboard shortcut to perform one of the following actions: Mark IN, Mark OUT, Save Clip, and Update Clip.

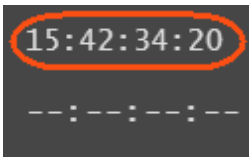
8.3. Creating Clip(s) in Player Mode

8.3.1. How to Create a Clip or a Sub-Clip

To create a clip from a train or a recording ingest or to create a sub-clip from an existing clip in Player Mode, proceed as follows:

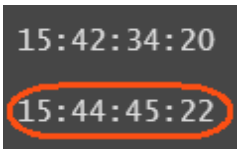
1. Load the record train, the clip or the recording ingest (growing clip) from which you want to create a new clip on the Player pane.
2. (optional) Browse through media to select the point to be marked IN.
3. Create an IN point in one of the following ways:
   - Use the clip creation function to set an IN point at the required timecode.
   - Enter the timecode of the requested IN point in the **IN** field and press **ENTER**.

A green indicator represents the IN point on the jog bar. The IN point timecode is displayed in the **IN** field:



4. (optional) Browse through media to select the point to be marked OUT.
5. Create an OUT point in one of the following ways:
   - Use the clip creation function to set an OUT point at the required timecode
   - Enter the timecode of the requested OUT point in the **OUT** field and press **ENTER**.

   A red indicator represents the OUT point on the jog bar. The OUT point timecode is displayed in the **OUT** field:



6. Enter a name for the clip in the Clip Infos pane.
7. (optional) Select an interest level by clicking one of the buttons.

   See section "Interest Level Buttons" on page 29.
8. (optional) Associate one or several keyword(s) to the clip.

   See section "Assigning Keywords to Media" on page 82.
9. (optional) Select a metadata profile and fill in the corresponding user fields.

   See section "Metadata Profiles" on page 30.
10. Click the **Save Clip** button to save the clip, or use the dedicated shortcut.

The clip is saved in the IPDirector database and the clip is sent to the bin set as Work bin.

When a clip is successfully created, the status bar at the bottom of the window will show the successful operation:

Ganged Recorder Channels and Linked Clips

In Player mode, users do not have the possibility to select all the camera angles they want to work with. If the clip is created from a recorder channel ganged to other ones, clips will automatically be created on all the ganged recorder channels, provided that the **Create Clips on all Synchronized Recorders** setting has been selected under **Tools > Settings > Clips > General** in IPDirector. These clips are linked. They are all sent to the Work bin. They all receive the same name, followed by xx, where xx starts with 00 and increments for each additional camera angle.

If a sub-clip is created from a clip which is part of a group of linked clips, sub-clips will automatically be created fom all the linked clips, provided that the **Create sub clips on all ganged clips** setting has been selected under **Tools > Settings > Clips > General** in IPDirector.

8.3.2. How to Trim a Clip

From the Player session, an existing clip can be trimmed and saved with the same name, so the updated clip replaces the previous one. During this operation, the IN point and/or the OUT point of a recorded clip can be modified and put within the [Protect IN – Protect OUT] duration of the clip, i.e. clip duration including the guardbands.

To trim a clip, proceed as follows:

1. Load a clip on the Player pane.
2. Browse the clip to mark a new IN point and/or a new OUT point.
3. Mark a new IN point and/or a new OUT point.
4. If required, update the metadata values.
5. Click the **Update Clip** button to save the new data of the clip.

   The clip is saved in the IPDirector database and the clip is sent to the Work bin.

If the clip to trim is part of a group of linked clips, all the linked clips will be trimmed, provided that the **Trim all ganged clips** setting has been selected under **Tools > Settings > Clips > General** in IPDirector.

Note

If the original record train is still available, clicking the **Ret** button will load the media on the same frame than the loaded clip. This will allow retrieving media outside the original clip boundaries.

8.4. Creating Clip(s) in a Live Session

Introduction

In a Live session, users have the possibility to select all the camera angles they want to work with. Clips and logs that they will create on the main recorder channel selected will automatically be created on all the selected secondary recorder channels at once.

How to Create Clip(s) in a Live Session

To create a clip in a Live session, or several clips on several recorder channels, proceed as follows:

1. Select a train on your Live session tab, as described in section "Loading a Train in Live Mode" on page 54.
2. Select all the secondary recorder channels you want to work with by clicking the corresponding buttons.
3. Set an IN point.

   The corresponding timecode is displayed in the **IN** field.

4. Set an OUT point.

   The corresponding timecode is displayed in the **OUT** field.

> **Note**
> The Clip Infos pane can be completed prior to marking the OUT point of the clip.

5. Enter a name for the clip in the Clip Infos pane.
6. (optional) Select an interest level by clicking one of the buttons.

   See section "Interest Level Buttons" on page 29.
7. (optional) Associate one or several keyword(s) to the clip.

   See section "Assigning Keywords to Media" on page 82.
8. (optional) Select a metadata profile and fill in the corresponding user fields.

   See section "Metadata Profiles" on page 30.
9. Click the **Save Clip** button to save the clip, or use the dedicated shortcut.

   The clip is saved in the IPDirector database and the clip is sent to the bin set as Work bin in the Player Session tab.

When a clip is successfully created, the status bar at the bottom of the window will show the successful operation:

In case several recorder channels have been selected, the clips created on each of them are linked. They are all sent to the Work bin.

They all receive the same name, followed by xx, where xx starts with 00 and increments for each additional camera angle.

8.5. Creating Clips on a Streamed Feed

Context of Use

The loggers normally create clips and logs on a record train from a recorder channel. But, in some workflows, most of the IPClipLogger uesres can only access low-resolution files stored on the nearline. So, the feed recorded on an EVS server by a recorder channel is being streamed to a nearline storage as a growing file.

Each time a clip is defined from IPClipLogger, a corresponding reference is generated relative to the growing media on the nearline.

If the same A/V media is recorded in high resolution and in low resolution, clips generated will have an XT clip and a reference to the nearline file in both modes.

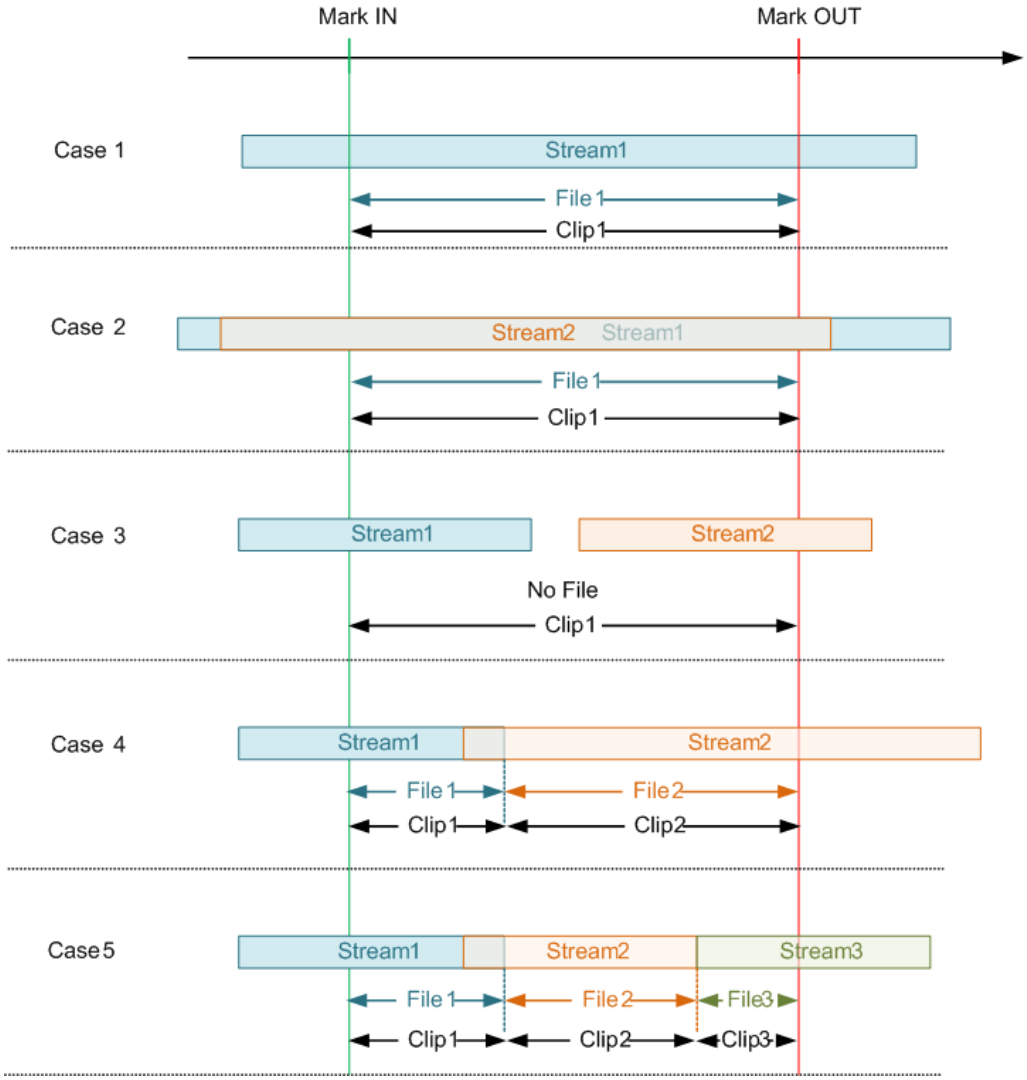
See section "Clip Element Types" on page 14 for a description of the different types of elements that can make up a clip.

Overview of Different Situations

On some occasions, for example with shows that last a long time, streams are scheduled in chunks and breaks can occur between recorded streams. When IPClipLogger users create a clip, the system looks for one or several streams to cover the duration of the clip. Several situations can happen when an IPClipLogger user set a Mark In point and a Mark OUT point to create a clip.

Illustration of different cases

The following drawing shows the different cases which can occur.



A single stream covers the whole clip duration

In case 1, the system finds a stream covering the whole clip duration. A single clip can be created between the Mark IN point and the Mark OUT point. It will contain a new XT clip and a reference to this file.

Several streams each cover the whole clip duration

In case 2, the system finds two streams covering the whole clip duration. The file will be created from the longest stream. A single clip can be created between the Mark IN point and the Mark OUT point and it will contain a new XT clip and a reference link to the longest stream.

No combination of streams covers the clip duration

In case 3, the whole clip duration cannot be covered by one or several streams. So, no reference to a file can be created. The clip created by the user from the Mark IN point to the Mark OUT point will only contain an XT clip.

Two or more contiguous or overlapping streams are required to cover the clip duration

In cases 4 and 5, several streams are needed to cover the whole duration of the clip that the IPClipLogger user is creating. In those cases, the system will create several clips, each made up of an XT clip and a reference to a file.

- The first clip is created from the IN point marked by the user (TC IN) to the OUT point of the stream (TC OUT). The longest stream will be used in case several streams contain the Mark IN point.
- The second clip is created from the TC OUT of the first clip (TC IN) to, depending on the case:
  - the OUT point marked by the user (TC OUT) if it is covered by the second stream. See case 4.
  - the OUT point of the second stream (TC OUT). See case 5.

    In this case, other clips are created until the Mark OUT point is reached.

All the clips have the same name, defined by the user, followed by "segment x", where x starts with 1 and increments for each segment.

9. Adding Logs to Media

9.1. Introduction

A log is a reference point to a specific frame in a video sequence. The log is identified by a timecode value, and relates to an action in a given event. It can be associated to metadata related to the event (keywords and/or a ranking, for example).

Adding logs to media is particularly useful to easily and quickly retrieve the interesting moments of the recorded sequences.

Users have the possibility to create log entries directly during the event, or later on. However, with IPClipLogger, a log cannot be added to a live train. It can only be added to a clip being recorded or already saved.

When users log LIVE actions, logs must be entered as soon as the action occurs to grab the timecode corresponding to the action. This is called the LIVE logging hereafter.

When users log actions later on, users can move through the selected media: recorded clip, loaded train. This is called the retroactive logging hereafter.

Log creation buttons and shortcuts are available to add logs to a media. In this case, users will have to manually associate metadata to the log, such as keywords, interest level, highlight color or a description. The IPClipLogger provides another way to create logs and associate predefined metadata to it in a single click. This is done thanks to the **F** keys which must have been previously configured.

9.2. Log Creation Buttons and Shortcuts

The following table gives the meaning of each log creation operation. A button and/or a keyboard shortcut can be used to perform each action.

Operation	User Interface Button	Keyboard Shortcut	Description
Create a New Log	Create a new log	M	Starts a new log, i.e. catches the timecode and displays it in the **Log Timecode** field of the Logging pane. The cursor is put in the **Description** field. In case a previous log had previously grabbed (timecode and metadata), it is automatically saved before the creation of the new log.
Get TC	Get TC	-	Grabs the timecode for the log being created and displays it in the **Log Timecode** field of the Logging pane.
Save Log	Save log	-	Saves the log previously grabbed (timecode and metadata).

Note

When the cursor is located in a text area, the Ctrl key can be pressed together with one of the keyboard shortcut to perform the corresponding action.

9.3. Configuring F Keys to Add Logs

9.3.1. Purpose

F keys can be used as shortcuts to add logs with predefined metadata (keywords, highlight color and/or interest level) in a single click.

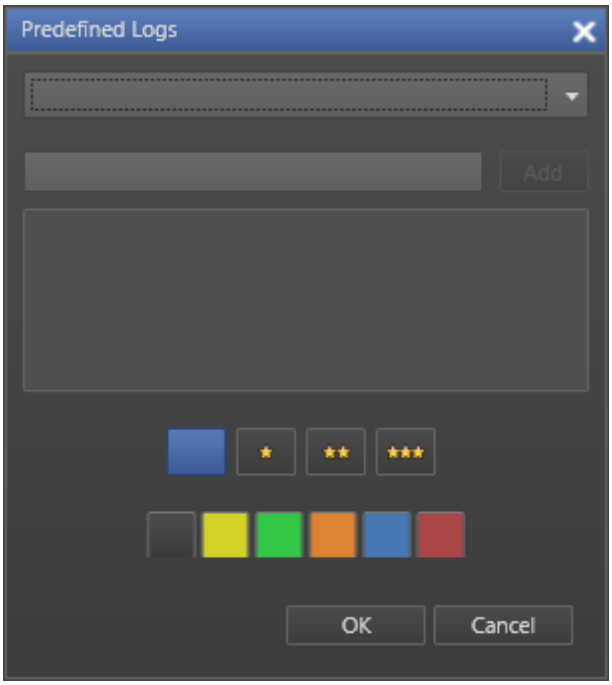
Shortcuts need to be configured. The **F** keys configuration is saved in the database and is therefore the same for all the IPClipLogger users.

24 shortcuts can be set by using keys **F1** to **F12** and **CTRL**+**F1** to **CTRL**+**F12**.

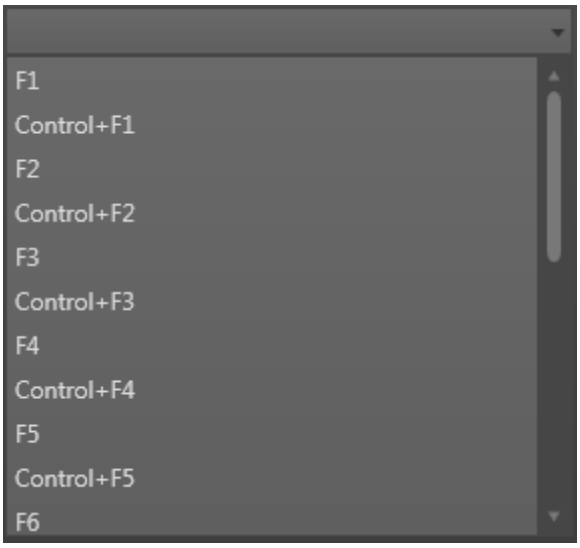
9.3.2. How to Configure an F Key

To associate specific metadata to an **F** key, proceed as follows:

1. Click the F Keys button on the top right of any tab.
   The following window opens:

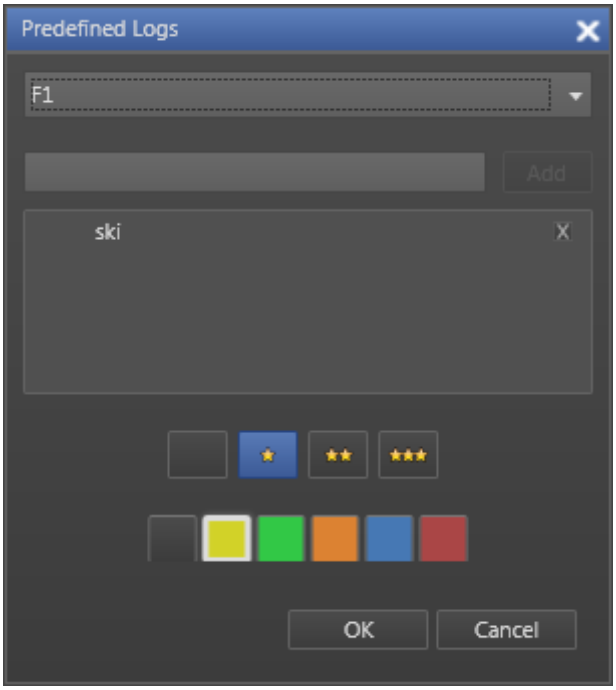


2. Click the arrow on the right of the **F Keys List** field.
   The list of available F keys shortcuts is displayed:



3. Select one of the shortcuts.

   If this shortcut has already been configured, this is shown in the other areas of the window. For example:



   Otherwise, no assignment is displayed.

4. (optional) Select keyword(s) for the shortcut from the Autocomplete list. See section "Assigning a Keyword by Direct Entry" on page 82.

   The keyword appears in the Keywords list.

5. (optional) Select an interest level for the shortcut.
6. (optional) Select a highlight color for the shortcut.
7. Click **OK**.

9.4. Live Logging

9.4.1. Introduction

When users log LIVE actions, logs must be entered as soon as the action occurs to grab the timecode corresponding to the action. This can be done on a train from a Live Session tab or on a train or recording ingest from the Player Session tab.

9.4.2. How to Log LIVE Action

Prerequisites

Logging from a Live Session

1. Load a train on the Live Session tab, as described in section "Loading a Train in Live Mode" on page 54.
2. Select the other camera angles you want to work with during your logging session by clicking the corresponding **Recorder Channels** buttons.

   Clips and logs will automatically be created on the trains from all the selected recorder channels.

Logging from the Player Session

Load a train or a recording ingest on the Player pane, in one of the ways described in section "Loading a Train or a Recording Ingest in Player Mode" on page 51.

Complete Procedure

To add logs to a clip created on a live event, proceed as follows:

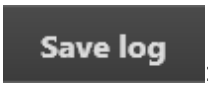
1. Set an IN point for the clip.

   The corresponding timecode is displayed in the **IN** field.
2. Click the **Create a New Log** button.

   The log timecode is displayed in the **Log Timecode** field.
3. (optional) Enter a free-text description in the **Description** field.
4. (optional) Select keyword(s) for the log from the Autocomplete list or from the keyword grid(s). See section "Assigning Keywords to Media" on page 82.

   The keyword appears in the Keywords list.
5. (optional) To keep the selection of keywords for the next log, select the **Follow previous logs keywords** option.
6. (optional) Select an interest level for the log.
7. (optional) Select a highlight color for the log.
8. (optional) To grab a new timecode for the log being created, click the **Get TC** button.

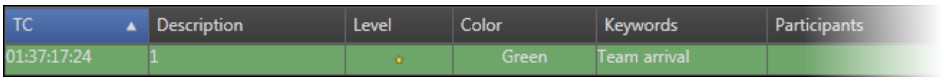
9. Save the log by clicking one of the following buttons:
   -

: to save the log and starts the creation of the next log. This action grabs a log timecode.
   - 

: to save the log.

   A temporary log sheet name appears at the top of the Logging pane as soon as the first log is saved:

   The log is listed with its metadata in the Logs grid of the Associated Logs pane:

10. Create as many logs as you want to add to the clip.
11. Set an OUT point for the clip.

    The corresponding timecode is displayed in the **OUT** field.
12. Complete the Clip Infos pane as described in section "Creating Clip(s) in a Live Session" on page 68 (Live Session) or in section "How to Create a Clip or a Sub-Clip" on page 66 (Player Session).
13. Click the **Save Clip** button to save the clip. This button is available as soon as a name has been entered for the clip.

    The final log sheet name is automatically assigned to the clip and corresponds to the clip name.

Simplified Procedure: Use of F keys

If **F** keys have been configured, steps 2 to 7 can be performed at once by clicking the appropriate **F** key. See section "Configuring F Keys to Add Logs" on page 73.

Simplified Procedure: Automatic Creation of a Clip at Log Creation

To add logs to a live event when a clip has not yet been created, proceed as follows:

1. Click the **Create a New Log** button.
2. (optional) Enter metadata for the log as described in steps 3 et to 7 of the complete procedure
3. Save the log by clicking the **Create a New Log** button or the **Save Log** button.

   The clip IN point is automatically recorded at the log timecode. The IN point timecode value is displayed in the **IN** field.

4. Create as many logs as you want to add to the clip.

   As soon as the second log is saved, the clip OUT point is automatically recorded at a timecode corresponding to the frame after the last log. The OUT point timecode value is displayed in the **OUT** field.

   The clip OUT point is updated each time a new log is saved.

5. Enter clip metadata in the Clip Infos pane as described in section "Creating Clip(s) in a Live Session" on page 68
6. Click the **Save Clip** button to save the clip. This button is available as soon as a name has been entered for the clip.

9.5. Retroactive Logging

9.5.1. Introduction

In some workflows, logs will be added to media later than live.

This can be done on clips created earlier, sometimes just for a reason of easy retrieval of archived material. In other cases, story editors reviewing the logged clips may decide to add more logs.

Users may also browse a train loaded on the Player and add logs to timecodes earlier than the head of train.

Retroactive logging is always done from the Player Session tab.

9.5.2. How to Log a Recorded Train

Introduction

Logs can be added to a train later than the live event. The complete procedure is the same as for the Live logging described in section "How to Log LIVE Action" on page 76, apart from the fact that users will use the transport functions to move through the loaded train. The simplified procedure for the automatic creation of a clip at log creation is described hereafter.

Prerequisites

Load a train or a recording ingest on the Player pane, in one of the ways described in section "Loading a Train or a Recording Ingest in Player Mode" on page 51.

Simplified Procedure: Use of F keys

The complete procedure is described in section "How to Log LIVE Action" on page 76.

If **F** keys have been configured, steps 2 to 7 of the complete procedure can be performed at once by clicking the appropriate **F** key. See section "Configuring F Keys to Add Logs" on page 73.

Simplified Procedure: Automatic Creation of a Clip at Log Creation

To add logs to portions of a train previously recorded, when a clip has not yet been created, proceed as follows:

1. Move through the loaded train thanks to the transport functions of the Clip Infos pane.
2. Click the **Create a New Log** button.
3. (optional) Enter metadata for the log as described in steps 3 et to 7 of the complete procedure
4. Save the log by clicking the **Create a New Log** button or the **Save Log** button.

   The clip IN point is automatically recorded at the log timecode. The IN point timecode value is displayed in the **IN** field.
5. Create as many logs as you want to add to the clip.

   As soon another log is saved at a timecode greater than the first log, the clip OUT point is automatically recorded. Its timecode corresponds to the frame after the last log. The OUT point timecode value is displayed in the **OUT** field. The clip OUT point is updated each time a new log is saved after the last log of the clip.

   In case a log is created at a timecode smaller than the first log of the clip, the clip IN point is updated.
6. Enter clip metadata in the Clip Infos pane as described"Creating Clip(s) in a Live Session" on page 68
7. Click the **Save Clip** button to save the clip. This button is available as soon as a name has been entered for the clip.

9.5.3. How to Log an Existing Clip

Prerequisites

Load a clip on the Player pane, as described in section "How to Load a Clip" on page 57.

Complete Procedure

To add logs to an existing clip, proceed as follows:

1. Browse through the loaded clip to select the moment to log.
2. Click the **Create a New Log** button.

   The log timecode is displayed in the **Log Timecode** field.
3. (optional) Enter a free-text description in the **Description** field.

4. (optional) Select keyword(s) for the log from the Autocomplete list or from the keyword grid(s). See section "Assigning Keywords to Media" on page 82.

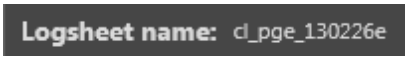
   The keyword appears in the Keywords list.

5. (optional) To keep the selection of keywords for the next log, select the **Follow previous logs keywords** option.
6. (optional) Select an interest level for the log.
7. (optional) Select a highlight color for the log.
8. (optional) To grab a new timecode for the log being created, click the **Get TC** button.
9. Save the log by clicking one of the following buttons:
   -

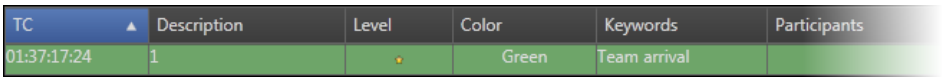
: to save the log and starts the creation of the next log. This action grabs a new log timecode.
   -

: to save the log.

   A log sheet name appears at the top of the Logging pane as soon as the first log is saved. It corresponds to the new defined clip name:

   The log is listed with its metadata in the Logs grid of the Associated Logs pane:

10. Create as many logs as you want to add to the clip.
11. Click the **Update Clip** button to save the clip.

In case the clip has linked clips, the logs are added to all the clips linked the loaded one.

Simplified Procedure: Use of F keys

If **F** keys have been configured, steps 2 to 7 can be performed at once by clicking the appropriate **F** key. See section "Configuring F Keys to Add Logs" on page 73.

9.5.4. Managing Existing Logs

The following operations can be performed on logs from the Player Session tab.

If you want to...	then, ...
View an existing log	1. Load the corresponding clip 2. Select the log in the Logs grid.
View a log from linked clips	1. Load a linked clip. 2. Double-click a log line in the Logs grid to load the log of the clip from the preview recorder or Click a log line in the Logs grid to load the log of the loaded clip (created from the preview recorder or a ganged recorder)
Delete a log	1. Select the log in the Logs grid 2. Press **Delete**.
Edit a log	1. Load the corresponding clip 2. Click the log in the Logs grid so its metadata are displayed in the Logging pane 3. Edit the log: metadata or TC by moving through the clip 4. Click **Save Log**. The log is updated.
Add another log to a logged clip	1. Load the corresponding clip 2. Browse the clip 3. Create the log 4. Save the log The log is added in the Associated Logs pane.

In case the clip has linked clips, the deletion, addition or edit of logs are performed on all the clips linked the loaded one.

10. Assigning Keywords to Media

10.1. Introduction

Keywords can be assigned to media (clip, log) when it is created or when it is edited. This can be done in various ways.

- You can start typing the keyword directly in the **Keyword** field of the Clip Infos pane or the Logging pane and select a keyword proposed in the Autocomplete list.
- You can select keywords in an open keyword grid.
- You can press a **F key** shortcut which has previously been configured with specific keyword(s). This can only be used for the logs, not for clips. See section "Configuring F Keys to Add Logs" on page 73.

10.2. Conditions for the Use of a Keyword

The assignment of a keyword to a media item will only be possible if the following conditions are met.

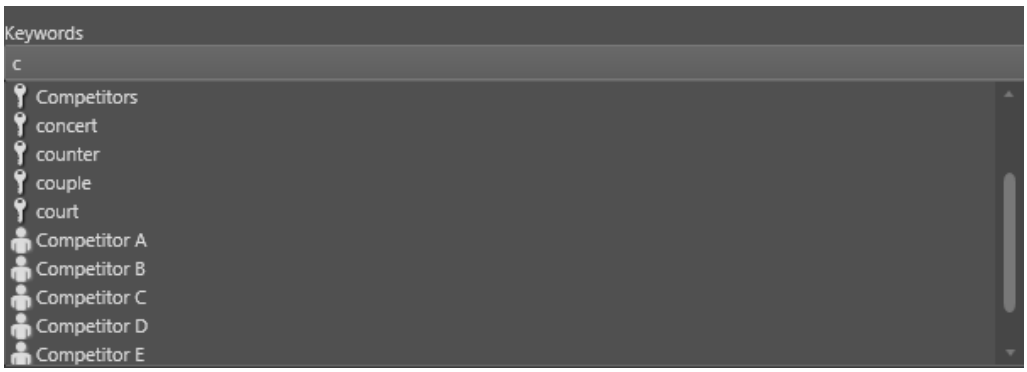
- The maximum number of keywords which can be assigned to the item has not already been reached. Otherwise, the **Keyword** field is not available.
- The keyword typed in the **Keyword** field exists in the IPDirector database.

10.3. Assigning a Keyword by Direct Entry

10.3.1. Autocomplete List

The Autocomplete function is a help service for the capture of a keyword.

As soon as the users start typing in the **Keyword** field, the Autocomplete function provides a list of matching keywords, standard and participant, beginning with the typed letters and existing in the IPDirector database.

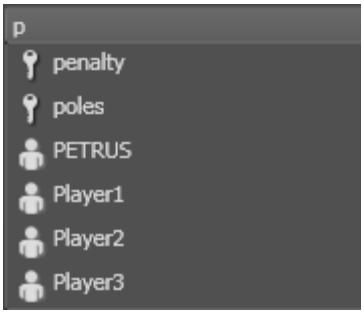


10.3.2. How to (Un)Assign a Keyword to Media by Direct Entry.

To assign a keyword to a media item by direct entry in the Clip Infos pane or the Logging pane, proceed as follows.

1. Start typing a keyword in the **Keyword** field.

   A list of proposals is displayed as soon as you start to type and it is refined as you go on typing.

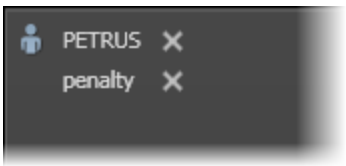


Tip

The **Add** button near a **Keyword** field becomes available when all the letters of a keyword existing in the IPDirector database have been typed in the **Keyword** field.

2. Select a line by using the mouse or the key.
3. Press **ENTER**.

   The keyword is displayed in the list of keywords assigned to the item.



4. To remove a keyword assigned to the media item, click the **X** button next to the corresponding keyword.

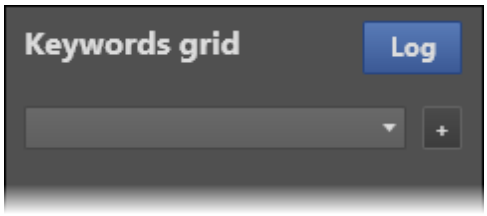
   To remove all the keywords assigned to the media item, click the **Clear All** button.

10.4. Assigning a Keyword from a Keyword Grid

10.4.1. How to Display the Keywords Grid Pane

Click the Keywords grid button on the top right of the Logging pane to display the Keywords Grid pane. See section "Keywords Grids" on page 36 for a description of the interface.

When the Keywords Grid pane is first displayed, it is empty:



You need to select the keywords grid(s) you want to work with.

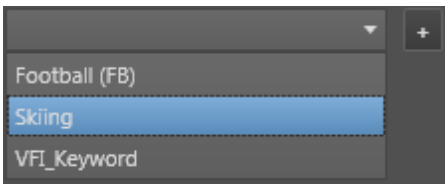
Click the button to hide the Keywords Grid pane.

10.4.2. How to Display Keyword Grids

To select the keywords grid(s) you want to work with from the Keywords grid, proceed as follows:

1. Click the arrow on the right of the **Keyword Grids List** field.

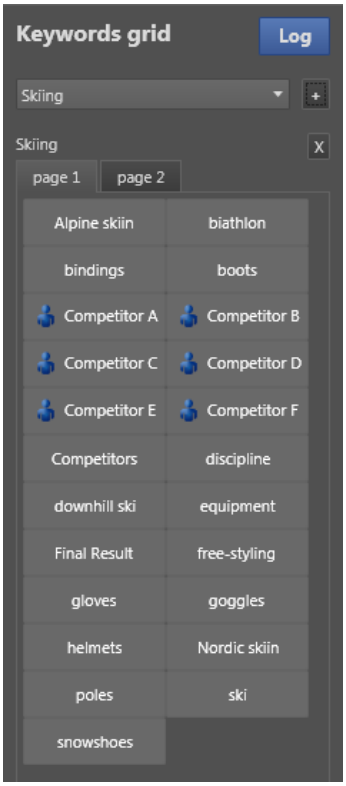
   The list of available keyword grids is displayed:

2. Select one of the keyword grids.

3. Click the + button.

   The corresponding keyword grid is displayed:



4. Repeat steps 1 to 3 to display several keyword grids.
5. Use the X button to hide the corresponding keyword grid.

10.4.3. How to (Un)Assign a Keyword to Media from a Keyword Grid

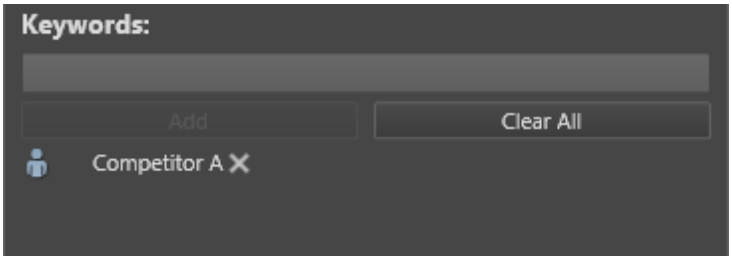
To add keywords from a keyword grid to a clip or log being created or edited, proceed as follows:

1. Open the relevant keyword grid.

   Depending on the pane currently active, the icon displayed will be Clip or Log: Clip for the Clip Infos pane, Log for the Logging pane.
2. Click somewhere in the right pane to make it active in case the icon displayed does not correspond to the item you want to add keywords to.

3. Click a keyword from the keyword grid.

   It is added to the keywords list for the clip or for the log:



   It is also highlighted in the keyword grid:

4. To remove a keyword, click it again in the keyword grid or click the **X** button next to the corresponding keyword in the list of keywords.

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